Completing Checkout Registration

When checking out of the store on the UNTWISE website, user will navigate through three to four screens.

- 1. Shopping Cart
- 2. Checkout
- Review Order
- 4. Credit Card Info.

The following will review each screen.

The **shopping cart** is the first screen in the checkout process. Users may register up to three people for an event by changing the Quantity field.

Select 'Checkout' button to proceed.

Shopping cart

Instructions: If registering multiple people, change the quantity field (3 maximum) then enter the attendee names, personal e-mail addresses and city/state on the next page. May register up to 3 people at a time. If the number of attendee names do not match the number entered into the quantity field, the registration may be placed on hold until verification.

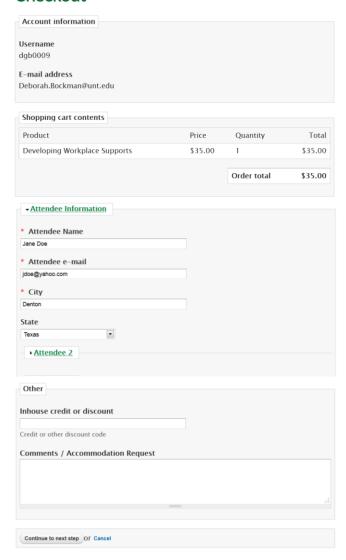
Product	Price	Quantity	Remove	Total
Developing Workplace Supports	\$35.00	1	Remove	\$35.00

Total: \$35.00

Note: You must be logged-in to complete checkout: Log-in or Create account



Checkout



The **Checkout** screen will review the contents of the shopping cart and require additional information about the attendee and other information.

Attendee Information section:

Enter the name(s) of the person who will attend the event. If registering multiple people, select the Attendee 2 and Attendee 3 options to expand to enter the data.

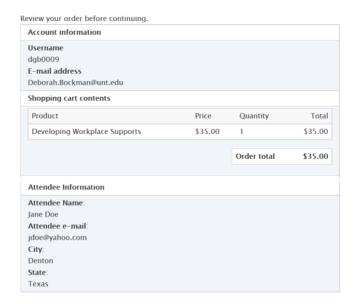
Other section:

The in-house credit or discount field will be used if the user has a credit with UNTWISE or has a discount code.

The Comments / Accommodation Request field will be used if the user has comments or has an accommodation request.

Select the 'Continue to next step' button.

Review order



The Review order screen will display the information from the previous screen and allow the user to enter payment information. The sections are

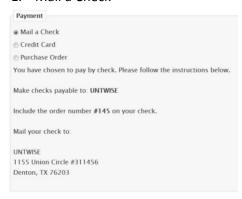
Account information – this is displays the username & email of who is logged into the

Shopping cart – this is information on what is being purchased.

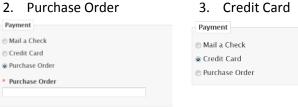
Attendee Information – this is information on who will attend the event.

There are three payment options:

1. Mail a Check

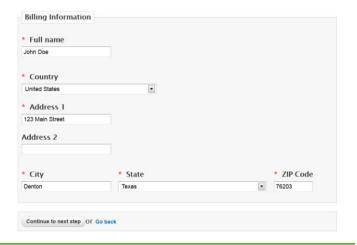


2. Purchase Order



Billing Information – this section is where the user will enter the billing information such as name and address.

Select the 'Continue to next step' button.



If Check or PO option was selected, the checkout process is complete. User will receive an email with details.

Checkout complete

Completion message Your registration number is 147. You will receive a confirmation email If Credit Card option was selected, the user will continue to a secure page to enter credit card information.

Payment

Please wait while you are redirected to the payment server. If nothing happens within 10 seconds, please click on the button below. Make Payment

Once the secure page opens, the user enters credit card information then selects the 'continue' button. A confirmation page will appear that the user can print if needed. They will also receive an email confirmation.

	d Information mation in the following fields, then cl	ick "Continue" button.
NOTE: All fields are required. For help, please click on the ques	tion mark next to a field.	
Current Payment	Account: Payment Amount: Effective Date:	WISE \$35.00 05/19/2014
Credit Card Information Cardholder's Name: Card Type: Credit Card Number: Expiration Date:	AMERICAN EXPRESS MONTH / YEAR	
Address 1: (optional) Address 2: City: State: Zip:	123 Main Street Denton TEXAS 76203	
Contact Information Email Address:	johndoe@yahoo.com	Continue