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
3. 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.

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.
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 displays the username & email of who is logged into the site.
- **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**
   
   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.

2. **Purchase Order**

3. **Credit Card**

   If Credit Card option was selected, the user will continue to a secure page to enter credit card information.
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.