

Registering for Class (Session) – for yourself (if you already have an account)

Follow above instructions. Once you click on Register it will take you to My Contact Information page. You can edit your personal profile, if you need, then scroll to the bottom and click Proceed.

This will take you to:

The screenshot shows a web browser window with the MLTRC website. The page title is "Please Review Your Registration Before Proceeding." Below the title, there is a message: "Click on 'My Cart' below to remove an unwanted or duplicate item from your registration. You can review your existing registrations on My Registration Portal." A note states: "Note: if you have already registered and submitted payment, removing yourself from the Cart will not affect your registration." The main content area is titled "MY CART - REGISTRANTS" and features a table with the following data:

Name	Course(s) - Please select your registration profile
1. Monson, Tina	Manual on Uniform Traffic Control Devices (MUTCD) [General (\$0.00)] Date: 07/17/2024 Time: 10:00 AM - 12:00 PM Location: Online

Below the table is a "Proceed" button. At the top right of the page, there is a "LOGOUT" button and a welcome message "Welcome Tina Monson". The footer of the page reads "Missouri Local Training And Resource Center (MLTRC)".

Then click Proceed

This will take you to the Registration Completed page.



Registration Completed

The registration has been completed with ID: 46. You will receive an email approval confirmation containing the details of your registration including the necessary link to access the event or course materials.

In addition, your registration is now available on the registration portal, available by [clicking here](#).

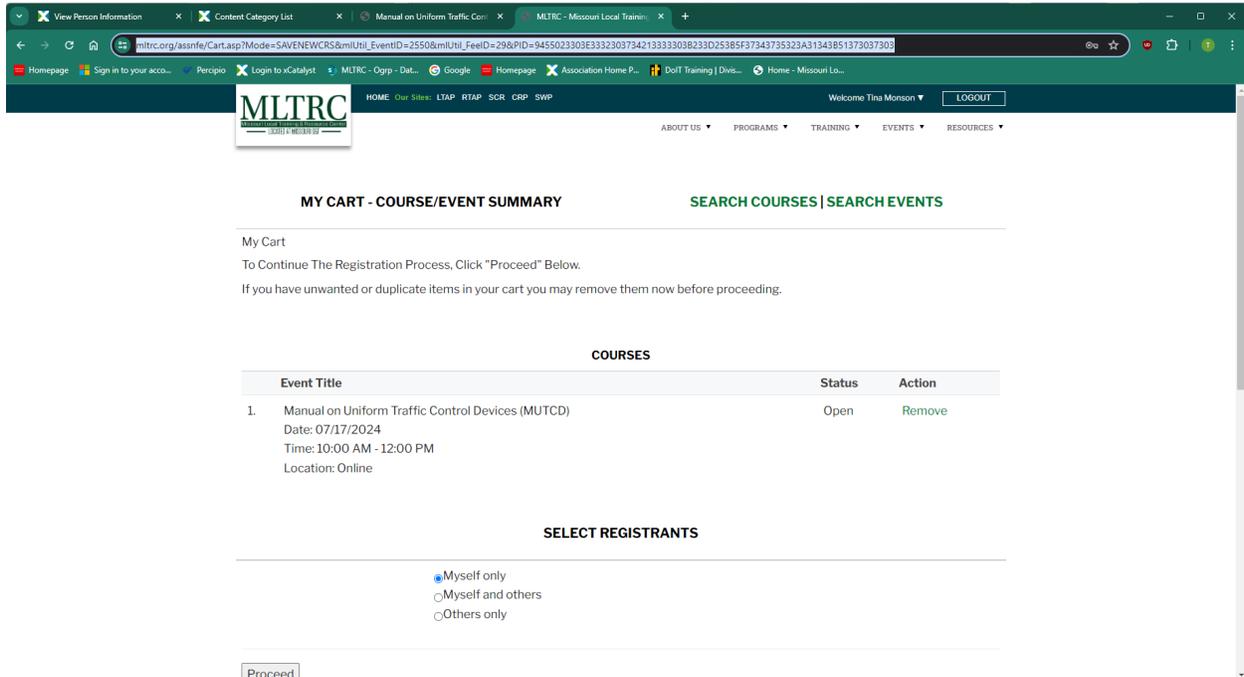
EVENT ENROLLMENT CONFIRMATION

Name	Registered Items	
1. Monson, Tina	General Manual on Uniform Traffic Control Devices (MUTCD) Manual on Uniform Traffic Control Devices (MUTCD) Date: 07/17/2024 Time: 10:00 AM - 12:00 PM Location: Online	\$0.00
Sub Total		\$0.00
Total		\$0.00

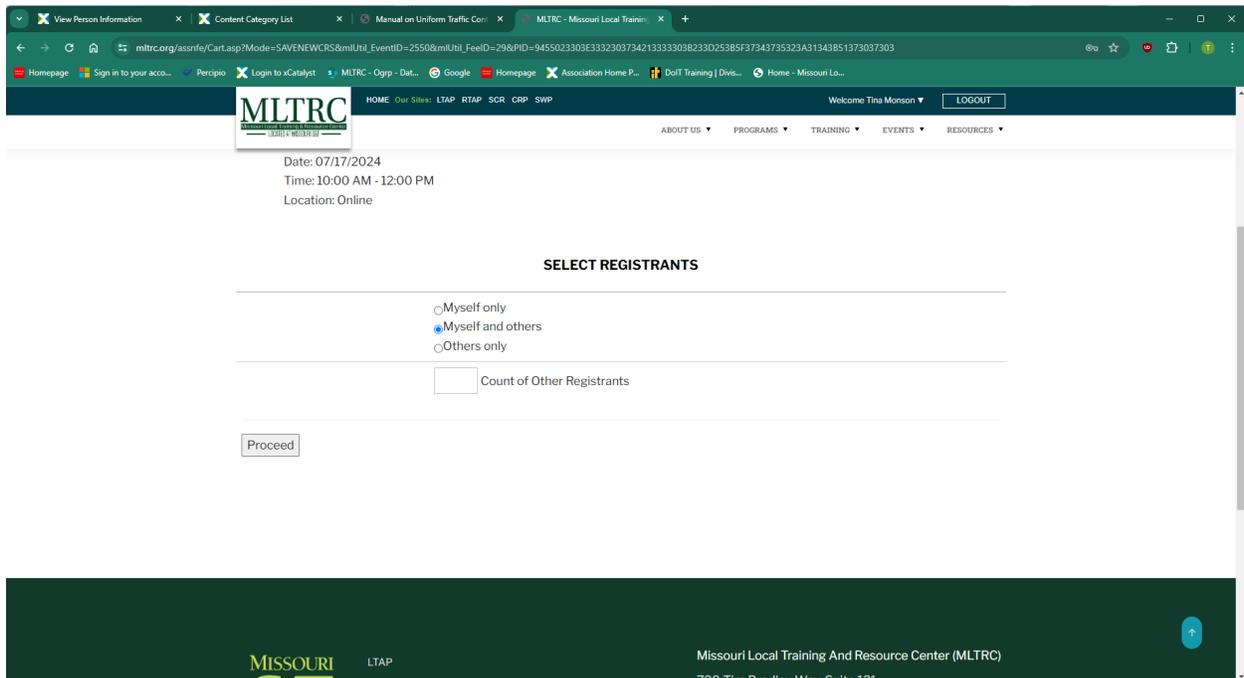
Registering for Class (Session) – for others and/or yourself and others

AGENCY ADMINISTRATORS ONLY - if you are going to be an Admin (meaning you will be registering others) you will need to contact us at admin@mltrc.org **BEFORE** you can register others so we can set up your account.

This is done the same way as above, however, when you get to the Register page this page comes up.



Click on the Myself and others or the Others only



Insert the Count of Other Registrants

Press Proceed

Please Review Your Registration Before Proceeding.

Click on "My Cart" below to remove an unwanted or duplicate item from your registration. You can review your existing registrations on My Registration Portal.

Note: if you have already registered and submitted payment, removing yourself from the Cart will not affect your registration.

MY CART - REGISTRANTS [MY CART](#) | [SEARCH COURSES](#) | [SEARCH EVENTS](#) | [ADD REGISTRANT](#)

Name	Courses	Action
1. Monson, Tina	Manual on Uniform Traffic Control Devices (MUTCD) Date: 07/17/2024 Time: 10:00 AM - 12:00 PM Location: Online	Replace Registrant Remove Registrant

NEW REGISTRANTS

Registrant	Action
--Registrant--	Search Registrants Add Remove Registrant
--Registrant--	Search Registrants Add Remove Registrant
--Registrant--	Search Registrants Add Remove Registrant

Here you can either Search Registrants or Add a new person. If you Search Registrants it will give you a list of people who are in your company already. If the person you want isn't there, go back to the above page and Add them.

Once they are registered you will get this page:

Please Review Your Registration Before Proceeding.

Click on "My Cart" below to remove an unwanted or duplicate item from your registration. You can review your existing registrations on My Registration Portal.

Note: if you have already registered and submitted payment, removing yourself from the Cart will not affect your registration.

MY CART - REGISTRANTS [MY CART](#) | [SEARCH COURSES](#) | [SEARCH EVENTS](#) | [ADD REGISTRANT](#)

Name	Course(s) - Please select your registration profile	Action
1. Pickerill, Heath	TEST Course - With Fee <input type="text" value="LPA (\$0.01)"/> Date: 08/01/2024 Time: 7:00 AM - 12:00 PM	Replace Registrant Remove Registrant
2. Barr, Kristi	TEST Course - With Fee <input type="text" value="LPA (\$0.01)"/> Date: 08/01/2024 Time: 7:00 AM - 12:00 PM	Replace Registrant Remove Registrant
3. Annis, Nicole	TEST Course - With Fee <input type="text" value="LPA (\$0.01)"/> Date: 08/01/2024 Time: 7:00 AM - 12:00 PM	Replace Registrant Remove Registrant
4. Monson, Tina	TEST Course - With Fee <input type="text" value="LPA (\$0.01)"/> Date: 08/01/2024 Time: 7:00 AM - 12:00 PM	Replace Registrant Remove Registrant

Double check to make sure the registrants you want are there then click Proceed.

It will take you to the Payment Summary. Click to either pay by credit card or invoice. Be sure to fill out the Billing Information. Click Complete Enrollment.

Payment Summary

Please review your registration cart below.

If you would like to make any changes to your registration cart you may do so by clicking the link, "My Cart", below.

CART INFORMATION		MY CART
1.	Name Pickerill, Heath	Registered Items LPA TEST Course - With Fee TEST Course - With Fee Date: 08/01/2024 Time: 7:00 AM - 12:00 PM
	SubTotal	\$0.01
2.	Name Barr, Kristi	Registered Items LPA TEST Course - With Fee TEST Course - With Fee Date: 08/01/2024 Time: 7:00 AM - 12:00 PM

PAYMENT INFORMATION

PAY WITH CREDIT CARD

Credit Card

PAY BY OTHER MEANS

Invoice

BILLING INFORMATION

Enter Custom

Use Preferred Mailing Address

Use Company Address

Note: Changing Company/People address below will not update the main record

*Name

*Address

Address 2

*City

*State

*Country

*Zip

*Billing Phone

Complete Enrollment

You will get the Registration Completed.

If you click Credit Card, you will get the Payment Summary along with the Payment Page.

The screenshot shows the MLTRC website's payment summary and payment page. The page is titled "Payment Summary" and includes a navigation menu with links for "ABOUT US", "PROGRAMS", "TRAINING", "EVENTS", and "RESOURCES". The main content area displays a table of registered items with columns for "Name" and "Registered Items". The table lists two items: "Pickerill, Heath" and "Annis, Nicole", each with a "SubTotal" of \$0.01. The total amount is \$0.02. Below the table is the "Payment Page" section, which includes a "Card Number" field, an "Exp. Date" field, and a "Card Code" field. The "Billing Address" section includes fields for "First Name", "Last Name", "Billing Country" (USA), "Zip" (65409), "Street Address" (710 University Drive, Ste. 121), "City" (Rolla), "State" (Missouri), and "Phone Number". There are "Pay" and "Cancel" buttons at the bottom of the payment page.

CART INFORMATION		MY CART
1.	Pickerill, Heath	LPA TEST Course - With Fee TEST Course - With Fee Date: 08/01/2024 Time: 7:00 AM - 12:00 PM
	SubTotal	\$0.01
2.	Annis, Nicole	LPA TEST Course - With Fee TEST Course - With Fee Date: 08/01/2024 Time: 7:00 AM - 12:00 PM
	SubTotal	\$0.01
Total		\$0.02

Payment Page

Card Number * Exp. Date * Card Code *

Billing Address

First Name Last Name
Billing Country USA Zip 65409
Street Address 710 University Drive, Ste. 121 City Rolla
State Missouri Phone Number

Pay Cancel

Put your credit card information in and click Pay. When it's approved you will get a Payment Successful page.