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:

💽 🗙 View Company 🛛 🗙 Ca	ontent Category List ×	MLTRC - Missouri Local Training × +			-	o x		
← → C ⋒ 🗊 mltrc.org/assnfe/Car	t.asp?MODE=LISTSTU&PID=B4455	237383230393934203731313D253D253D523F343935363	03631333851373037303&mlUtil_PeopleID=B4455223738323039393420373	1313D253D253D523F3439353630363 ∞ 🕁	• D			
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			ABOUT US • PROGRAMS • TRAINING • EVENTS •	RESOURCES •				
	Please Review Your Registration Before Proceeding.							
	Click on "My Cart" belo My Registration Portal	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 alrea	y registered and submitted payment, remo	oving yourself from the Cart will not affect your registrat	tion.		- 1		
	MY CART - F	EGISTRANTS M	CART SEARCH COURSES SEARCH EVENTS			- 1		
	Name	Course(s) - Please select your registration pro	file					
	1. Monson, Tina	Manual on Uniform Traffic Control Devices (MUTCD) Ge Date: 07/17/2024 Time: 10:00 AM - 12:00 PM Location: Online	neral (\$0.00) 🔹					
	Proceed							
	MICCOLIDI	740	Missouri Local Training And Resource Ce	nter (MLTRC)		•		

Then click Proceed

This will take you to the Registration Completed page.



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

AGENCY ADMINSTRATORS 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.

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	MY CART - COURSE/EVENT SUMMARY	SEARCH COURSES SEARCH EVENTS	
	My Cart		
	To Continue The Registration Process, Click "Proceed" Below.		
	If you have unwanted or duplicate items in your cart you may remove the	n now before proceeding.	
	COURSE	s	
	Event Title	- Status Action	
	Manual on Uniform Traffic Control Devices (MUTCD)	Open Remove	
	Date: 07/17/2024	Open Renove	
	Time: 10:00 AM - 12:00 PM		
	Location: Unline		
	SELECT REGIS	TRANTS	
	Myself only		
	OMyself and others		
	OUthers only		
	Proceed		-

Click on the Myself and others or the Others only

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		ABOUT US • PROGRAMS • TRAINING • EVENTS • RESOURCES •	
	Date: 07/17/2024		
	Time: 10:00 AM - 12:00 PM		
	Location: Online		
	SELECT RE	GISTRANTS	
	Myself only		
	Myself and others		
	Others only		
	Count of Other Registran	ts	
	Proceed		
		Missouri Local Training And Resource Center (MLTRC)	
		720 Tim Prodlov May Suite 121	-

Insert the Count of Other Registrants

Press Proceed

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	Before Proceeding.							
	Click on "My Cart" b My Registration Poi	elow to remove an unwanted or duplica tal.	ate item from your registration. You can review your existing registrations on					
	Note: if you have alr	eady registered and submitted paymen	t, removing yourself from the Cart will not affect your registration.					
	MY CART - RE	GISTRANTS MY CART	SEARCH COURSES SEARCH EVENTS ADD REGISTRANT					
	Name	Courses	Action					
	Name Courses Action 1. Monson, Tina Manual on Unitrom Traffe Control Devices (MUTCD) Replace Registrant Remove Registrant 1. Imme: 10:00 AM - 12:00 PM Location: Online Location: Online Replace Registrant							
		NE	WREGISTRANTS					
	Registrant	Action						
	Registrant	Search Registrants Add Remove F	Registrant					
	Registrant	Search Registrants Add Remove F	Registrant					
	Registrant							
	Proceed							
							-	

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:

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Please Review Your Registration Before Proceeding.									
	Click on "My Cart" be My Registration Port	elow to remove an unwar al.	nted or duplicate item from	your registration. You can review your exist	ing registrations on				
	Note: if you have alre	eady registered and subn	nitted payment, removing y	ourself from the Cart will not affect your re	gistration.				
			MY CART SEARCH CO		ISTRANT				
			INT OART [SEARCH OF						
	Name	Course(s) - Please select	your registration profile	Action					
	1. Pickerill, Heath	TEST Course - With Fee LF Date: 08/01/2024 Time: 7:00 AM - 12:00 PM	PA (\$0.01)	Replace Registrant Remove Regi	strant				
	2. Barr, Kristi	TEST Course - With Fee LF Date: 08/01/2024 Time: 7:00 AM - 12:00 PM	PA (\$0.01)	Replace Registrant Remove Regi	strant				
	3. Annis, Nicole	TEST Course - With Fee LF Date: 08/01/2024 Time: 7:00 AM - 12:00 PM	PA (\$0.01)	Replace Registrant Remove Regi	strant				
4. Monson, Tina TEST Course - With Fee [LPA (\$0.01) Date: 08/01/2024 Time: 7.00 AM - 12:00 PM									
	Proceed								

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.

View Company × X View Person Inform	ation × 🕑 MLTRC - Misson	uni Local Training × +		- o x
← → C ⋒ (== mitrc.org/assnfe/CartPayment.asp?	MODE=NEW&PID=8405327363831	383E3035253132363D233D233254383B3334343A3A3B5137303730	3&mlUtil_CartID=65&mlUtil_FeeID=38&PG=5&Method=	
📕 Homepage 📲 Sign in to your acco 💚 Percipio 🗙 Login to :	xCatalyst 🔹 MLTRC - Ogrp - Dat (🌀 Google 🗧 Homepage 💢 Association Home P 👖 DoIT Training) Divis 🔇 Home - Missouri Lo	
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	AT HESSOLAR SUF	ABOUT US •	PROGRAMS • TRAINING • EVENTS • RESOURCES •	
Pay	ment Summ			
Please re	eview your registration ca	rt below.		
If you wo	ould like to make any chan	ges to your registration cart you may do so by clic	cking the link, "My Cart", below.	
		CART INFORMATION	MY CART	
	Name	Registered Items		
1.	Pickerill, Heath		\$0.01	
		TEST Course - With Fee	0.01	
		TEST Course - With Fee Date: 08/01/2024		
		Time: 7:00 AM - 12:00 PM		
	SubTotal		\$0.01	
			90.01	
2.	Barr, Kristi	LPA	\$0.01	
		TEST Course - With Fee		
		Date: 08/01/2024 Time: 7:00 AM - 12:00 PM		
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		PAYMENT INFORMATION		
PAY WI	TH CREDIT CARD			
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BILLING	G INFORMATION			
		⊖ Enter Custom		
		Use Preferred Mailing Address		-
		⊖ Use Company Address		
		Note: Changing Company/People address below will no	t update the main record	
	*Name			
	*Address			
	Address 2			
	*City			
	*State	Missouri		
		mosoull		
	*Country	United States of America 🔹		
	*Zip			
	*Billing Phone			
Compl	ete Enrollment			
Compl	ete chronnent			•
				-

You will get the Registration Completed.

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

💽 🗙 View Company 🛛 🗙	X View Person Information × 💽 MLTR	C - Missouri Local Training X +				- o ×
	snfe/CartPayment.asp?MODE=CCPAY&PAYID=E42	5421303037303F3533263632303D2532223E56323630	C58363851373037303&mlUtil_FeeType=0&mlUt	til_EventID=0&mIUtil_CartID=0	66&PROCID=70&Method=&exhEt 🗪 🛕	👂 🦷 🖸 🕴 🚺
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	Please review your registrat	ion cart below.				
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		CART INFORMATION		MY CART		
	Name	Registered Items				
	1. Pickerill, Heath	LPA			\$0.01	
		TEST Course - W	ith Fee			
		Date: 08/01/2024	4			
		Time: 7:00 AM - 1	2:00 PM			
	SubTotal				\$0.01	
	2. Annis, Nicole	LPA			\$0.01	
		TEST Course - W	ith Fee			
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	Payment Page					
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		The Adress	_{chy} Rolla	_		
		Missouri	Phone Number	_		
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		Pay	Cancel			

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

