How to Register for the Conference

Welcome to MI-TRAIN. The web address is http://www.train.org/mi-train. If you have questions with registration, please contact Shasta Cole at EMHSD-Conference@michigan.gov or 517-284-3971.
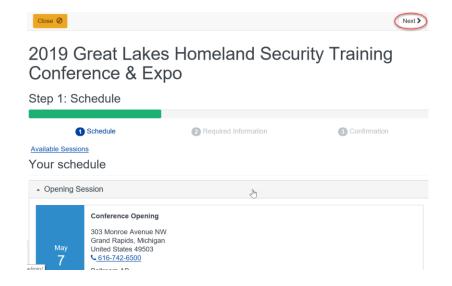
Starting Registration:

- **Register here or type in 2019 Great Lakes Homeland Security** in the search box and click **Enter.**

Click on the title of the conference to register

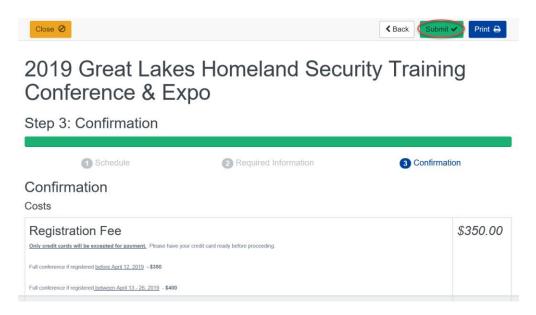- **Wait a brief moment for the page to load. Click on** + Register .

Registering for the Conference: Choose any breakout sessions or general sessions you would like to attend. You <u>MUST</u> choose at least one for the **Next** button to populate. Once you have selected all your sessions, click the **Next** button at the top of the page.
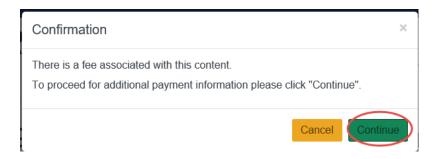
Step 2: Required information: No additional information is required, click **Next.**

Step 3: Next you will see a confirmation page that summarizes your registration. If everything looks correct, click the green **Submit** button at the top of the screen.

You will receive a message that a fee is associated with this conference, click **Continue**.

- You will not have a special code; click **Continue.**

- Enter any dietary needs and click **Continue** at the bottom.

- Next you will be asked to identify who will be responsible for payment. Check **Self** or **Employer** and then click **Continue.**

NOTE: If you select employer, you will be asked to enter additional information on the next screen.

- Next, is the payment method. We *only* accept credit card payments this year. You will be redirected to our credit card processing site.

- You will see a summary of your personal information. If everything is correct, click **Continue.**

- You will see a summary of your registration information and charges. Scroll down, if everything is correct, check the box to agree to the terms and conditions and click **Continue.**

- **You will be redirected to the external Payment Processing Center.**

  Finalizing Information: You will receive a confirmation indicating you completed the payment process. **You are now registered for the conference.**