

## 2019 Michigan Traffic Safety Summit Pricing:

- If registered BY February 26: \$95
- If registered AFTER February 26: \$135

### To register as a participant

- Go to <http://www.train.org/mi-train>
- Enter login name and password then select the *Login* button
- At the top right corner Click the Search (magnifying glass) icon and in the “Search TRAIN” box enter course number **1081935** for the Michigan Traffic Safety Summit
- Select the 2019 Michigan Traffic Safety Summit
- Select the green *Register* tab at the top right corner
- Select the *Add* buttons to add breakfast and lunch choices for each day
- If attending the Tuesday evening networking event, select the *Add* button for that event as well
- Select *Next* at the top of the page
- Select *Next* again
- Verify information for accuracy and select *Submit* at the top of the page
- A confirmation box will pop up, select *Continue*
- This will open a new window for the State of Michigan Payment Processing Center
- If a special code has been assigned, enter it at this time and select *Continue*
- If no special code has been assigned, leave this box blank and select *Continue*
- Enter an MCOLES number, if applicable (Law enforcement officers must input MCOLES number), select *Continue*
- Verify additional information for accuracy, select *Continue*
- Select who is responsible for payment and select *Continue*

### SELECT ONE OF THE THREE OPTIONS FOR PAYMENT:

1. If you are **NOT** a State of Michigan employee, you **MUST** select the Credit Card option

- Select credit card and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Select *Pay by Credit Card* or *Pay by Electronic Check* and select *Next*
- Enter billing information and credit card information or routing and account numbers and select *Next*
- Confirm payment information and select *Pay Now*
- Print the Conference Payment Information for your records
- Registration is complete

2. State employees that are not with the Michigan State Police **MUST** select the *Invoice* option

- Select invoice and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Registration is complete
- An invoice will be emailed to the address that was provided with this account
- This invoice must be paid with 10 days by interagency transfer (Transfers should be made to Department 551, Account Template 5514500NHTSA, Program Code 451130, Dept. Obj. 6082, Program Period 4519PM)

3. Michigan State Police employees **MUST** select the *Journal Voucher* option

- Select journal voucher and *Continue*
- Enter your SIGMA coding elements and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Registration is complete