

## 2019 Michigan Traffic Safety Summit Exhibitor Pricing:

### Registration through February 26

- For-profit exhibitors: \$295
- Non-profit exhibitors: \$95

### Registration after February 26

- For-profit exhibitors: \$440
- Non-profit exhibitors: \$135

### To register as an exhibitor:

- 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 either
  - Course number **1081946** for the For-Profit Exhibitor Michigan Traffic Safety Summit, or
  - Course number **1081955** for the Non-Profit Exhibitor Michigan Traffic Safety Summit
- Select the course
- Select the green *Registration* 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 for registration, leave this box blank and select *Continue*
- Select who is responsible for payment and select *Continue*
- If you selected Employer, complete the information and select *Continue*

Select one of the two options for payment:

1. If you are **NOT** a State of Michigan agency, 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 payment information and credit card number 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 agency exhibitors **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 associated with the 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)