



I-CAR.com Shopping Cart User Guide

Note: In order to register for any of our products you must first be logged into my I-CAR. For information on myI-CAR, please refer to the “myI-CAR help” tab under the Applications and Documents section of the I-CAR website.

Table of Content

| | |
|-----------------------------------|----|
| Table of Content | 1 |
| Class Search | 2 |
| Search Results | 3 |
| Class Flyer | 4 |
| To register yourself | 5 |
| To register multiple people | 8 |
| Verify Shopping Cart | 10 |
| Review Billing Data | 11 |
| Pay by Credit Card | 12 |
| Pay with Coupons | 13 |
| Live and Online Coupons..... | 14 |
| Reviewing Coupons Used | 15 |
| Order Summary..... | 16 |
| Order Receipt and Email | 17 |
| Order History | 18 |
| Launching an Online Class..... | 19 |

Class Search

You can search for an I-CAR course from the homepage by selecting either

- Find an Event
- Live Event Search
- Advanced Search

[Table of Content](#)

The screenshot shows the I-CAR website homepage. At the top, there is a navigation bar with links for About I-CAR, I-CAR Training, Training Recognition, OEM Training, Technical Information, Schools and Colleges, and I-CAR Volunteers & Instructors. The I-CAR Training menu is expanded, showing options like Training for Your Role, I-CAR Course Catalog, Find an Event (highlighted with a red box), Online Training, Welding Qualification Series, Equivalency Test, Training Events, Pricing, Registration, Industry Training Alliance, Continuing Education Programs, Earning College Credit for Your I-CAR Training, ASE Test Preparation, Applications and Documents, and myI-CAR Login. A 'Live Event Search' box is highlighted with a red border, containing a dropdown menu for 'Choose an Event', a ZIP code field, a 'State' dropdown, and a 'Search' button. Below this is an 'Advanced Search' link, also highlighted with a red box. The main content area features a large image of a blue car with the text 'VISION REPAIR TRAINING FOR TODAY'S PROFESSIONAL'. Below the image, there are sections for 'Quick Links', 'News', and 'Announcements'. The footer contains 'Terms and Conditions | Privacy'.

Search Results

[Table of Content](#)

Searching for a I-CAR course or Equivalency Test will display a list of locations in your area where that event is being held.

A search for an online course will display that course description page. You can register from the course description page.

| Program/Group Name | Start Date | Location | Distance |
|---|--------------------------|---|----------|
| TRM01 Trim and Hardware | Start Date: Apr 26, 2011 | Gino's East Pizza Chicago, IL 60610 | 1 mi. |
| NEW11 Vehicle Technology and Trends 2011 | Start Date: May 03, 2011 | Paul Ries & Sons Inc Chicago, IL 60647-3406 | 4 mi. |
| TOY01 Collision Repair for Toyota, Lexus, and Scion Vehicles | Start Date: May 10, 2011 | Paul Ries & Sons Inc Chicago, IL 60647-3406 | 4 mi. |
| TRM01 Trim and HardwareSpanish | Start Date: May 17, 2011 | Paul Ries & Sons Inc Chicago, IL 60647-3406 | 4 mi. |
| WKR01 Hazardous Materials, Personal Safety, and Refinish Safety | Start Date: Jun 06, 2011 | Paul Ries & Sons Inc Chicago, IL 60647-3406 | 4 mi. |

Class Flyer

[Table of Content](#)

https://test.my.i-car.com/eweb/DynamicPage.aspx?&webcode=classscheddetail&evt_key=0a2bf206-4eca-45b6-

I-CAR Collision Repair Training | *United States*

About I-CAR | I-CAR Training | Training Recognition | OEM Training | Technical Information | Schools and Colleges | I-CAR Volunteers & Instructors

I-CAR

TRM01 Trim and Hardware

Apr 26, 2011 6:00 PM - 10:00 PM
Apr 28, 2011 6:00 PM - 10:00 PM

Instructor Name:
Kevin Goyke

Registration Deadline:
Apr 26, 2011
If registering past the deadline, call for space availability.

To ensure your place in this event, Online Registration with advance payment is recommended.

Register Online

Register and Pay at the Door

Register by Fax

All end times are estimated. Programs may run longer or shorter than the posted times.

Please arrive no later than 15 minutes before the program session begins. Late arrivals may not be admitted.

Location:
Gino's East Pizza
633 North Wells
Hosted By: Erie Lasalle Body Shop
Chicago, IL 60610

[Get Google](#)
[Map Directions](#)

This class will be led by an English speaking

Selecting one of the listed I-CAR courses will bring you to the class flyer. From here, select "Register Online"

[Table of Content](#)

Check the Register Me and Class Boxes. Select OK.

https://test.my.i-car.com/?Modal=yes&Action=Add&FormKey=586530ca-fb56-4813-95e6-303a1d672d51&Do=i-car...

Add - Individual Registration

Event Information

TRM01 Trim & Hardware 1 - Goyke

Start Date: 04/26/2011 6:00 PM
25

I-CAR Training Support Center
5125 Trillium Blvd
Hoffman Estates, IL 60192
Phone Number: 1-800-422-7872

Registrant

Register Me
Registrant type:

Contact Info

Name: John Smith
Phone: (555)555-1212
e-mail: jsmith@test.com

Registrant: John Smith

Select Training

| Class | Start | End | Coupons | Price |
|---|--------------------|---------------------|---------|--------|
| <input checked="" type="checkbox"/> TRM01 Trim and Hardware | Apr 26 2011 6:00PM | Apr 28 2011 10:00PM | 2 | 220.00 |

OK Cancel

When complete click "Add to Shopping Cart"

The screenshot shows the I-CAR website interface. At the top, there is a navigation bar with the I-CAR logo and the text 'Collision Repair Training | United States'. Below this is a menu with categories: About I-CAR, I-CAR Training, Training Recognition, OEM Training, Technical Information, Schools and Colleges, and I-CAR Volunteers & Instructors. The main content area is for a registration page. It displays the user's name 'John Smith' and a shopping cart icon. A message states: 'Students that register for Equivalency Tests via myI-CAR may use a credit card to receive a reduced rate. Neither coupons or redemption codes will be accepted as payment for Equivalency Tests.' Below this is a blue button labeled 'Add Registrant'. The event information is for 'TRM01 Trim & Hardware 1 - Goyke', with a start date of 04/26/2011, start time of 6:00 PM, and 25 seats available. The location is 'I-CAR Training Support Center, 5125 Trillium Blvd, Hoffman Estates, IL 60192, Phone Number: 1-800-422-7872'. A table titled 'Registrants' shows two entries: 'Smith Mary' and 'Smith John', both for the 'TRM01 Trim & Hardware 1 - Goyke' class, with a start date of 04/26/2011, start time of 6:00 PM, and a price of \$220.00. At the bottom, it shows 'Total Registrations: 0 Total: \$440.00'. A red circle highlights the 'Add to Shopping Cart' button, which is linked to the text box at the top right. Other buttons include 'View/Update Shopping Cart', 'Search For Another Event', and 'Cancel'. A footer note says: 'If you need assistance please call I-CAR Customer Care at: 800.422.7872. Customer care hours of operation are from 7:00 a.m. to 6:00 p.m. (CST).'

To register multiple people

[Table of Content](#)

https://test.my.i-car.com/?Modal=yes&Action=Add&FormKey=586530ca-fb56-4813-95e6-303a1d672d518

Add - Individual Registration

Event Information

TRM01 Trim & Hardware 1 - Goyke

Start Date: 04/26/2011 6:00 PM
25

I-CAR Training Support Center
5125 Trillium Blvd
Hoffman Estates, IL 60192
Phone Number: 1-800-422-7872

Registrant

Registrant type:
Last Name:
myI-CAR id:
Registrant:

Contact Info

Name:
Phone:
e-mail:

Select Training

| Class | Start | End | Coupons | Price |
|---|--------------------|---------------------|---------|--------|
| <input checked="" type="checkbox"/> TRM01 Trim and Hardware | Apr 26 2011 6:00PM | Apr 28 2011 10:00PM | 2 | 220.00 |

OK Cancel

To add individuals, uncheck the "register me" box and search by last name and I-CAR ID.

[Table of Content](#)

As with Live courses, we can now register multiple people for online courses.

When complete click "Add to Shopping Cart"

John Smith -
If you are not John Smith [click here](#)

Students that register for Equivalency Tests via myI-CAR may use a credit card to receive a reduced rate. Neither coupons or redemption codes will be accepted as payment for Equivalency Tests.

Registrant List

Event Information
TRM01 Trim & Hardware 1 - Goyke

Start Date: 04/26/2011
Start Time: 6:00 PM
Seats available: 25

I-CAR Training Support Center
5125 Trillium Blvd
Hoffman Estates, IL 60192
Phone Number: 1-800-422-7872

Registrants

| Registrant | Class | Start Date | Start Time | Price |
|--------------|---------------------------------|------------|------------|----------|
| X Smith Mary | TRM01 Trim & Hardware 1 - Goyke | 04/26/2011 | 6:00 PM | \$220.00 |
| X Smith John | TRM01 Trim & Hardware 1 - Goyke | 04/26/2011 | 6:00 PM | \$220.00 |

Total Registrations: 0 Total: \$440.00

Add to Shopping Cart **View/Update Shopping Cart** **Search For Another Event** **Cancel**

If you need assistance please call I-CAR Customer Care at: 800.422.7872.
Customer care hours of operation are from 7:00 a.m. to 6:00 p.m. (CST).

Verify Shopping Cart

[Table of Content](#)

Verify the contents of the shopping cart are correct and then either add more students or proceed to checkout

https://test.my.i-car.com/eweb/DynamicPage.aspx?WebCode=PREGCOE&text_1=0a2bf206-4eca-45b6-911

I-CAR Collision Repair Training | Uni

About I-CAR | I-CAR Training | Training Recognition | OEM Training | Technical Information | Schools and Colleges | I-CAR Volunteers & Instructors

John Smith -
If you are not John Smith [click here](#)

Students that register for Equivalency Tests via myI-CAR may use a credit card to receive a reduced rate. Neither coupons or redemption codes will be accepted as payment for Equivalency Tests.

Review Shopping Cart Important! To avoid errors with your registration, do not click the "Back" button during the registration process.

Price Currency: USD

Shopping Cart Items

| Registrant | Class | Price Code | Coupons | Price | Balance |
|--------------|-------|------------|---------|----------|----------|
| X Smith Mary | TRM01 | STANDARD | 2 | \$220.00 | \$220.00 |
| X Smith John | TRM01 | STANDARD | 2 | \$220.00 | \$220.00 |

Grand Total: \$440.00

[Add More Students](#) [Proceed to Check-Out](#)

If you need assistance please call I-CAR Customer Care at: 800.422.7872.
Customer care hours of operation are from 7:00 a.m. to 6:00 p.m. (CST).

Review Billing Data

[Table of Content](#)

If the information is correct, the student can move to the billing information data. Select either "continue to pay" to pay by credit card or "redeem coupons".

https://test.my.i-car.com/eweb/DynamicPage.aspx?WizardKey=a0cd6943-9f28-4478-b86

I-CAR Collision Repair Training | **United States**

About I-CAR | I-CAR Training | Training Recognition | OEM Training | Technical Information | Schools and Colleges | I-CAR Volunteers & Instructors

John Smith -
If you are not John Smith [click here](#)

Students that register for Equivalency Tests via myI-CAR may use a credit card to receive a reduced rate. Neither coupons or redemption codes will be accepted as payment for Equivalency Tests.

Billing Information Important! To avoid errors with your registration, do not click the "Back" button during the registration process.

Billing Information Home: 12 Main Street
John Smith
12 Main Street
Chicago, IL 60601

E-mail jsmith@test.com

Phone Number (555)555-1212

[Continue to pay](#) [Redeem Coupons](#)

If you need assistance please call I-CAR Customer Care at: 800.422.7872.
Customer care hours of operation are from 7:00 a.m. to 6:00 p.m. (CST).

Pay by Credit Card

[Table of Content](#)

Once you select to pay by credit card, you are sent to the Credit Card Payment page. Enter your credit card information and when complete, click Continue.

The screenshot displays the I-CAR website's credit card payment interface. At the top, the I-CAR logo is on the left, and 'Collision Repair Training | United States' is on the right. A navigation bar contains links for 'About I-CAR', 'I-CAR Training', 'Training Recognition', 'OEM Training', 'Technical Information', 'Schools and Colleges', and 'I-CAR Volunteers & Instructors'. Below this, the user's name 'John Smith' is shown with a 'click here' link and a shopping cart icon. A message states: 'Students that register for Equivalency Tests via myI-CAR may use a credit card to receive a reduced rate. Neither coupons or redemption codes will be accepted as payment for Equivalency Tests.' A blue 'Payment' button is visible. To its right, a red warning reads: 'Important! To avoid errors with your registration, do not click the "Back" button during the registration process.' The 'Payment Information' section includes a dropdown for 'Payment Method' (set to 'Visa/MC/AMEX'), a 'Credit Card Number' field, 'Cardholder's Name' (John Smith), 'Expiration Date' (2011/05), and a 'Security Code' field. A summary box shows 'Total: \$440.00' and 'Prices in USD currency'. Logos for MasterCard, VISA, American Express, and VeriSign are displayed. At the bottom, a 'Continue' button is circled in red. A footer note provides customer care contact: 'If you need assistance please call I-CAR Customer Care at: 800.422.7872. Customer care hours of operation are from 7:00 a.m. to 6:00 p.m. (CST).'

Pay with Coupons

[Table of Content](#)

Select "Redeem Coupons" on the billing information web page to pay for the course with coupons. You have the option to pay with coupon code(s), a credit card, or a mixture of both. To pay with a coupon, click the link next to the product in order to validate that the coupon screen appears.

John Smith -
If you are not John Smith [click here](#)

Students that register for Equivalency Tests via myI-CAR may use a credit card to receive a reduced rate. Neither coupons or redemption codes will be accepted as payment for Equivalency Tests.

Add Coupons Important! To avoid errors with your registration, do not click the "Back" button during the registration process.

| Registrant | Class | Price Code | Coupons | Price | Balance | |
|------------|-------|------------|---------|----------|----------|-------------------------------|
| Smith John | AHS01 | STANDARD | 1 | \$40.00 | \$40.00 | Redeem Coupon |
| Smith John | DAM01 | STANDARD | 1 | \$110.00 | \$110.00 | Redeem Coupon |

Add - Centralized Shopping Cart - Validate Coupon

Validate Coupon
Live Class

Coupon ID: 12604996
Coupon Security Code: ADC

record information save mode: Insert
web:johnsmith

OK Cancel

100%

Continue to pay

\$150.00

If you need assistance please call I-CAR Customer Care at: 800.422.7872.
Customer care hours of operation are from 7:00 a.m. to 6:00 p.m. (CST).

If the coupon is valid, the "Add Coupons" screen will be updated to indicate that the coupon has been accepted for that class. Click OK to continue.
If the coupon is not valid an error message will display on the screen.

Live and Online Coupons

[Table of Content](#)

The "Redeem Coupon" screens can have different text based on an online or live coupon. If you attempt to use an Online Coupon or Comp Online Coupon for a Live Class or vice versa, you get an error message prompting for the correct coupon type.

https://test.my.i-car.com/?FormKey=BE0C2097-6B0F-4689-AE8E-D04163DC

Add - Centralized Shopping Cart - Validate Coupon

Validate Coupon
Online Class

Coupon ID:

Coupon Security Code:

record information save mode: Insert
web:johnsmith

https://test.my.i-car.com/?FormKey=BE0C2097-6B0F-4689-AE8E-D04163DCD8...

Add - Centralized Shopping Cart - Validate Coupon

Validate Coupon
Live Class

Coupon ID:

Coupon Security Code:

record information save mode: Insert
web:johnsmith

OK Cancel

Reviewing Coupons Used

[Table of Content](#)

If the coupon code has been accepted as payment, the code will appear in the "Coupons Used" box on the Add Coupons web page.

https://test.my.i-car.com/eweb/DynamicPage.aspx?WizardKey=a0c6b943-9f28-4478-b864-d604360c4c83&W...

I-CAR Collision Repair Training | United States

About I-CAR | I-CAR Training | Training Recognition | OEM Training | Technical Information | Schools and Colleges | I-CAR Volunteers & Instructors

John Smith -
If you are not John Smith [click here](#)

Students that register for Equivalency Tests via myI-CAR may use a credit card to receive a reduced rate. Neither coupons or redemption codes will be accepted as payment for Equivalency Tests.

Add Coupons

Important! To avoid errors with your registration, do not click the "Back" button during the registration process.

Items Ordered

| Registrant | Class | Price Code | Coupons | Price | Balance | |
|------------|-------|------------|---------|----------|---------|-------------------------------|
| Smith John | AHS01 | STANDARD | 1 | \$40.00 | \$40.00 | Redeem Coupon |
| Smith John | DAM01 | STANDARD | 1 | \$110.00 | \$0.00 | |

Coupons Used

12604996;ADC

Grand Total: \$40.00

[Update Shopping Cart](#)

[Continue to confirm](#) [Continue to pay](#)

If you need assistance please call I-CAR Customer Care at: 800.422.7872. Customer care hours of operation are from 7:00 a.m. to 6:00 p.m. (CST).

Order Summary

[Table of Content](#)



Order History
Personal Information
Contact Us
Logout

John Smith -
If you are not John Smith [click here](#)

Students that register for Equivalency Tests via myI-CAR may use a credit card to receive a reduced rate. Neither coupons or redemption codes will be accepted as payment for Equivalency Tests.

Order Summary View

Important! To avoid errors with your registration, do not click the "Back" button during the registration process.

Billing Information:

John Smith
12 Main Street
Chicago, IL 60601

E-mail address:

jsmith@test.com

Items Ordered

Shopping Cart Items

Prices in USD

| Registrant | Class | Price Code | Coupons | Price | Balance |
|------------|-------|------------|---------|----------|---------|
| Smith John | AHS01 | STANDARD | 1 | \$40.00 | \$40.00 |
| Smith John | DAM01 | STANDARD | 1 | \$110.00 | \$0.00 |

Coupons Used

12604996;ADC

Grand Total: \$40.00

Payment Information

Credit Card: 4111111111111111

Exp. Date: 2011/06

Charge Amt: \$40.00

By clicking the "Place Order" button you are agreeing to the terms and conditions, and you give I-CAR permission to charge your credit card for that amount shown as the grand total. For more information about privacy please read our privacy statement.

By using the I-CAR website, you are agreeing to the terms and conditions.

E-mail Confirmation



Deselect to cancel e-mail confirmation

Test

Click only once to avoid duplicate charges

Place Order

Cancel

Order Receipt and Email

Table of Content

Collision Repair Training | United States

my I-CAR

Order History
Personal Information
Contact Us
Logout

Order Information
I-CAR order: 730044
Date: 03/31/2011
Name: Smith John
myI-CAR ID: 2713638

Payment Information
Verisign: V35A0A8947FB
cc number: 41*****1111
Name on Card: Test

Billing Information
John Smith
12 Main Street
Chicago, IL 60601

Shipping Information
John Smith
12 Main Street
Chicago, IL 60601

Order Confirmation
Shopping Cart Items

| Registrant | Type | Price Code | Coupons | Price |
|------------|-----------------|------------|---------|---------|
| John Smith | Live Training | STANDARD | 1 | \$0.00 |
| John Smith | Online Training | STANDARD | 1 | \$40.00 |
| Sub-Total: | | | | \$40.00 |
| Paid: | | | | \$40.00 |

Class Detail

| Registrant | Class | Start Date | Locations |
|------------|--------------|-----------------------|---|
| John Smith | AHS01 Online | | I-CAR Online Training |
| John Smith | DAM01 - | 04/04/2011 5:00 PM | Tech-Cor Inc Collision Repair Center 110 E. Palatine Rd Wheeling IL 60090-6528 |

Print Friendly Receipt

Thank You
For training with I-CAR

For assistance or schedule adjustments, please contact I-CAR Customer Care at 800.422.7872 or email customercare@i-car.com. Cancellations are subject to a \$15 administrative fee. I-CAR Customer Care is available to serve you from 7:00 a.m. until 6:00 p.m. Central Time Monday through Friday.

Transaction Completed Successfully!

Once the "Place Order" button is clicked on the Order Summary web page, the credit card is charged, if applicable and customer is presented with a receipt. If PayPal can not process the credit card payment the transaction is rejected. Once the Place Order button is clicked on the Order Summary web page and the transaction is validated an email invoice is immediately sent to the person that was registered for the class.

Thank you for registering for I-CAR training on 11/23/2010 - Discussion (...)

File Edit View Insert Format Tools Actions Help

Attach as Adobe PDF X

From: myI-Car@i-car.com Posted: Tue 11/23/2010 8:40 AM

Posted To: Pre-reg

Conversation: Thank you for registering for I-CAR training on 11/23/2010

Subject: Thank you for registering for I-CAR training on 11/23/2010

Attachments: PreRegEmailRpt.pdf (7 KB)

Thank you for choosing I-CAR for your technical training needs. This email confirms your registration and payment for training. Separate class confirmations will be sent to each student, other than yourself, that has been registered and for whom we have a valid email address. For live classes, it is recommended that the class confirmation be printed and brought to class with the student.

Order History

[Table of Content](#)

You can view order history per the link under the myI-CAR section.

The screenshot shows the myI-CAR website interface. At the top, there is a navigation bar with links: About I-CAR, I-CAR Training, Training Recognition, OEM Training, Technical Information, Schools and Colleges, and I-CAR Volunteers & Instructors. Below this is a user profile section for John Smith, with a link to click here if not logged in. The main content area features a blue header for "Order History" and a table with the following data:

| Invoice Number | Transaction Type | Date | Total |
|------------------------|--------------------|------------|----------|
| 730044 | Class Registration | 03/31/2011 | \$154.00 |

Below the table, a red arrow points to the invoice number link, accompanied by the text "Click here for copy of the receipt." On the left side of the page, a sidebar menu under "my I-CAR" includes links for Personal Information, My Classes, Training Record, Training Planner, Order History (highlighted with a red box), Industry Affiliation, Contact Us, and Logout.

Launching an Online Class

[Table of Content](#)

By selecting the "my classes" tab in my I-CAR, you will see any live classes you have registered for. To see the list of purchased online classes, select "My Online Classes"

The screenshot shows the myI-CAR website interface. At the top, there is a navigation bar with tabs: About I-CAR, I-CAR Training, Training Recognition, OEM Training, Technical Information, Schools and Colleges, and I-CAR Volunteers & Instructors. Below this, the user is identified as John Smith. The main content area is titled "My Equivalency Test and Live Class Registrations" and contains a table with the following data:

| Session | Start Time | End Time | Location |
|-------------------------|-----------------------|-----------------------|--|
| DAM01 - | 04/04/2011 5:00 PM | 04/04/2011 9:00 PM | Tech-Cor Inc Collision Repair Center 110 E. PALATINE ROAD WHEELING, IL 60090-0000 |

Below the table, there is a section titled "My Online Classes" with a link: "To see a list of your purchased online training and to begin an online training session click here: [My Online Classes.](#)".

In the left sidebar, under "my I-CAR", the "My Classes" link is circled in red. Other links in the sidebar include Personal Information, Training Record, Training Planner, Order History, Industry Affiliation, Contact Us, and Logout.

[Table of Content](#)

From the list of registered online classes, select "Launch Class" next to the chosen class.

https://test.my.i-car.com/eweb/DynamicPage.aspx?Site=myicar-us&WebKey=F2639745-3691-411

I-CAR Collision Repair Training | **United States**

About I-CAR | I-CAR Training | Training Recognition | OEM Training | Technical Information | Schools and Colleges | I-CAR Volunteers & Instructors

myI-CAR

Personal Information
My Classes
Training Record
Training Planner
Order History
Industry Affiliation
Contact Us
Logout

John Smith -
If you are not John Smith [click here](#)

To take online courses you have purchased click the "Launch Class" link next to the class title. If you have completed a test but do not see the updated results below make sure to refresh this page.

| | Online Class | Purchase Date | Status | Score | Test Attempts |
|------------------------------|---|---------------|------------|-------|---------------|
| Launch Class | AHS01 Advanced High-Strength Steel Overview | 03/31/2011 | registered | | |