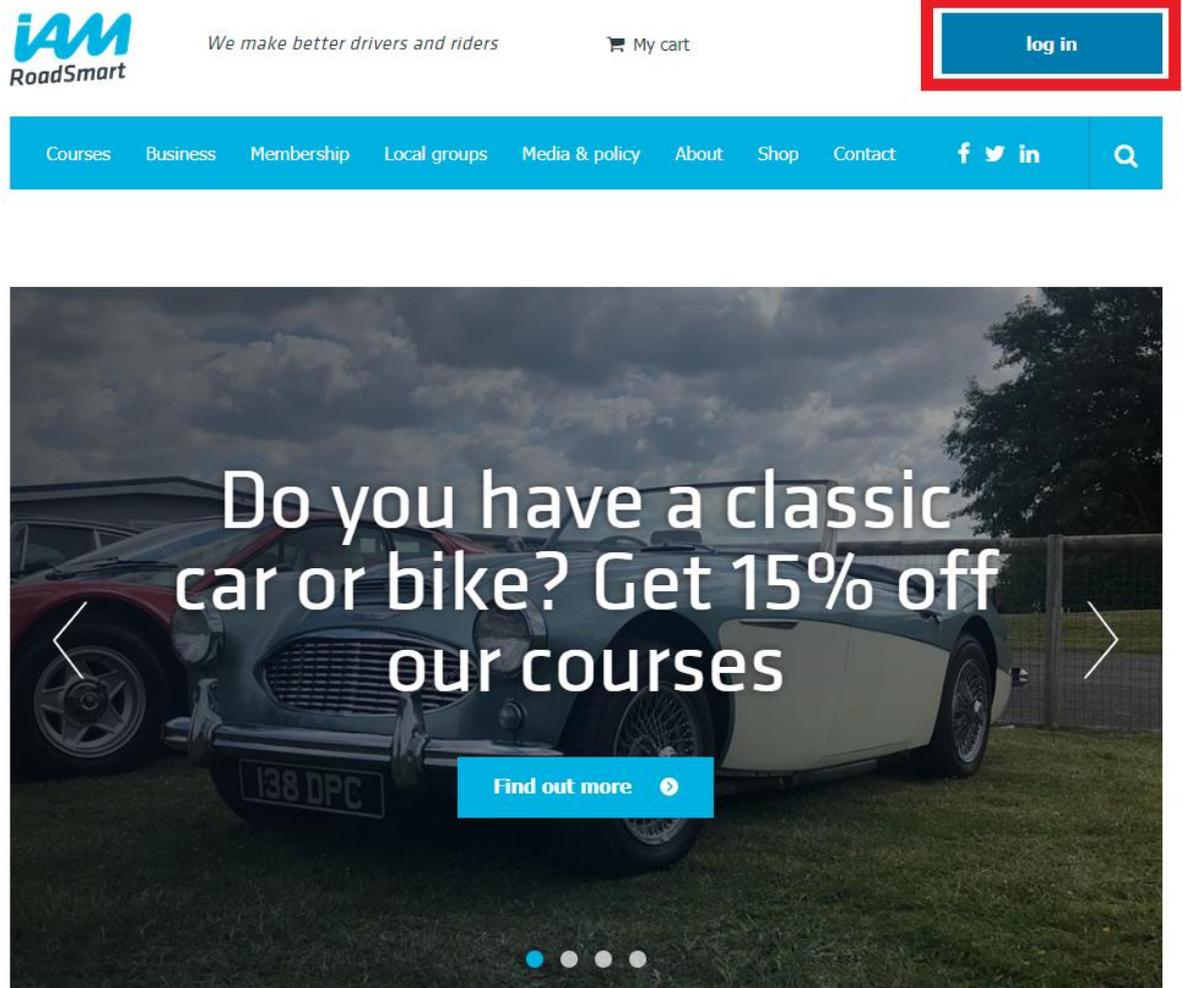


Purchasing courses via the website on behalf of a new customer at an event.

IAM Inform 2nd October 2019

1. Navigate to the website and ensure that the device is not logged into the website (Shows as 'Log in' and not 'Log out')



2. Navigate to the courses section and click onto 'View course' on the course that is being purchased.

3. Once into the course info area Click on 'Buy Course'

Advanced Rider Course

Be one of the most skilled riders on the road with this on-road advanced motorcycling course delivered by our qualified riders.

- Gain confidence and skills
- Possible cheaper insurance
- Use your own motorcycle
- Course is DVSA Quality Assured
- Meet like-minded people
- Gain full IAM membership
- Improve on road anticipation
- Appreciate your motorcycle's full capabilities
- Become a better rider in different environments

Advanced Rider Course - £149

Buy Course

Overview Benefits Structure

4. Enter details into the pop-up box & click Submit.

iAM
RoadSmart

We make better drivers and riders

My cart

log in

Courses Business Membership Local groups Media & policy About Shop Contact f t in Q

Your preferences

Do you have a preferred IAM local group, town/city or postcode area for your course? If not, we will arrange one close to your home address.

Welwyn Garden City

Please let us know your date of birth to help us allocate a suitable coach for you.

16/03/1956

Submit >

Advanced Rider Course - £149

- Once details are submitted, click on view basket and checkout.

Added to your basket

'Advanced Rider Course' has been added to your basket

How would you like to proceed?

[Continue looking](#) [View basket and checkout](#)

- Once in the basket view, you can add in a promotional code should the customer wish to. Type the code into the 'Add a promotional code:' box and click the 'Apply Code' button. Once the customer has agreed to pay this amount click 'Continue securely'.

You have 1 items [Continue securely](#)

Advanced Rider Course

SKU: Advanced Rider Course15

Course
£149.00

[Remove](#)

Add a promotional code:

[Apply Code](#)

Cart Total (excluding VAT):	£149.00
VAT:	£0.00
Discount:	£0.00
Shipping:	£0.00
Total:	£149.00

Shipping to UK, Republic of Ireland and International
 Please allow 7 - 14 days for delivery.



[Continue securely](#)

- At the 'Sign in' stage ensure that the 'No (you can create an account later)' option is ticked and enter in the customers email address. Click 'Continue Securely'.

Checkout

Sign in

Email address or membership id

Do you have a password?

No (you can create an account later)

Yes my password is

[Continue securely](#)

 iamroadsmart.com is secure and your personal details are protected
[Continue shopping](#) | [View courses](#)

- Create the billing address with the customers details & Click 'Add this address'

Create a Billing address

Title First name Last name

Mr Amy Curry

Telephone

02089969700

Country

United Kingdom

Street

I A M Roadsmart

Address Line 2

Building 1

Town or city

WELWYN GARDEN CITY

Postcode

AL7 3BT

[Add this address](#) [Enter new address](#)

9. Confirm the billing address and Continue to delivery

Checkout

Please confirm your billing address

Amy Curry
I A M Roadsmart
Building 1
WELWYN GARDEN CITY
AL7 3BT
GB
[Edit this address](#)

[Enter new billing address](#)

[Continue to delivery](#)

 iamroadsmart.com is secure and your personal details are protected
[Continue shopping](#) | [View courses](#)

10. Confirm shipping address (You can add a new address in by unticking the 'use same address for billing and shipping'). Once address is confirmed click 'Continue to payment'.



Checkout

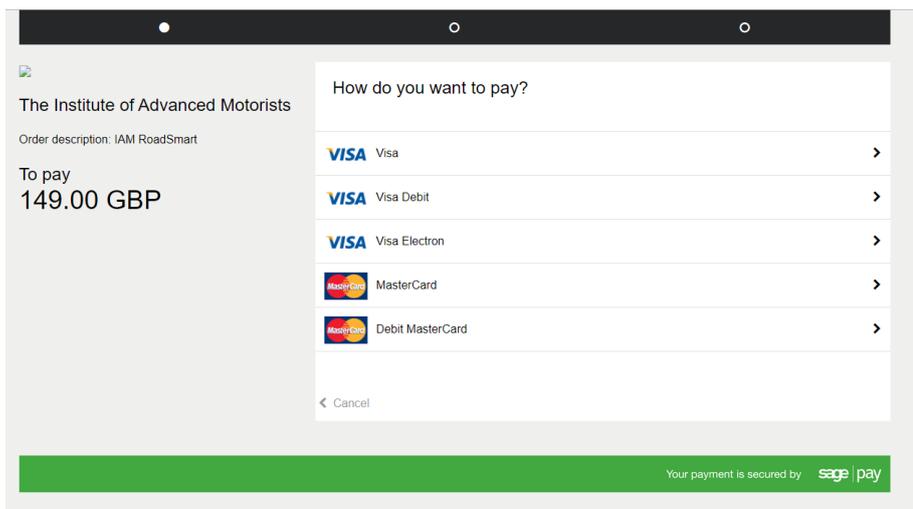
Please confirm your shipping address

Use same address for billing and shipping

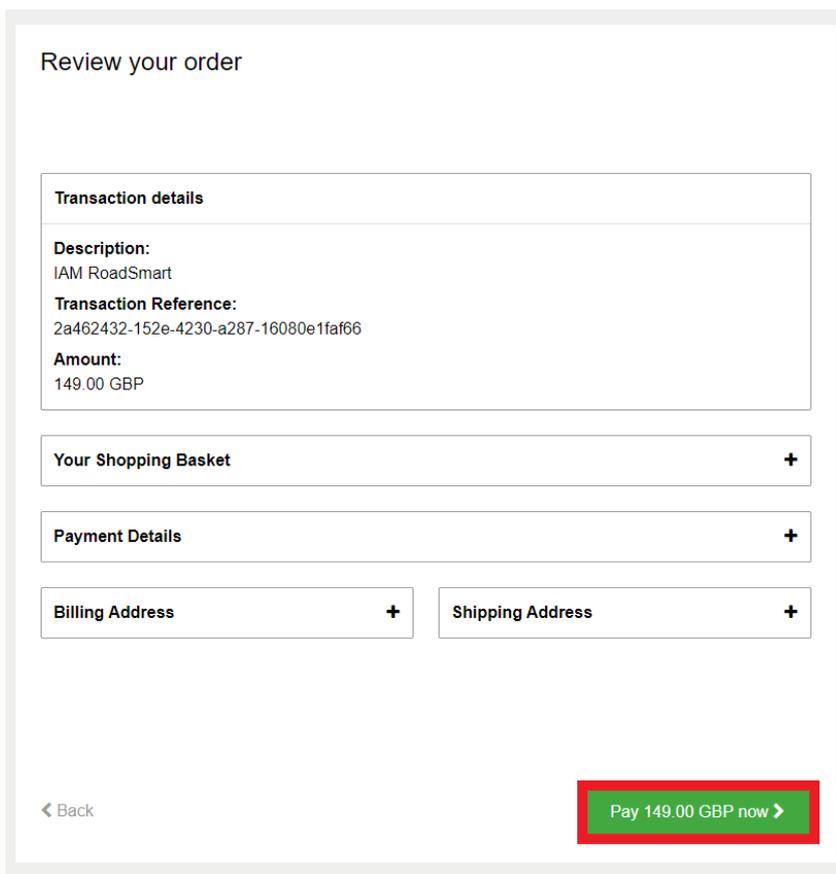
[Continue to payment](#)

 iamroadsmart.com is secure and your personal details are protected
[Continue shopping](#) | [View courses](#)

11. Enter card details in the Sagepay portal & click on 'Confirm Card details'



12. Review order and confirm payment.



13. Once payment has processed you will be redirected to the below, confirming the course has been purchased.

The screenshot shows the top navigation bar of the IAM RoadSmart website. The logo 'IAM RoadSmart' is on the left, followed by the tagline 'We make better drivers and riders'. To the right are 'My cart', 'Dashboard', and a 'log out' button highlighted with a red border. Below this is a blue navigation menu with links for Courses, Business, Membership, Local groups, Media & policy, About, Shop, Contact, and social media icons for Facebook, Twitter, and LinkedIn. The main content area is titled 'Checkout' and features a 'Payment confirmed' message. The message says 'Thank you Amy' and 'Your purchase has been successful'. It includes a thank you note and contact information for the Customer Care team. Below the message are three buttons: 'Courses', 'Products', and 'Home'.

IMPORTANT: The customer will automatically be logged into the website once a purchase has been made. ENSURE THAT THE CUSTOMER IS LOGGED OUT BEFORE PROCESSING ANOTHER PAYMENT FOR A DIFFERENT CUSTOMER.

Once logged out successfully the website will redirect to a page with the below message:



You are logged out