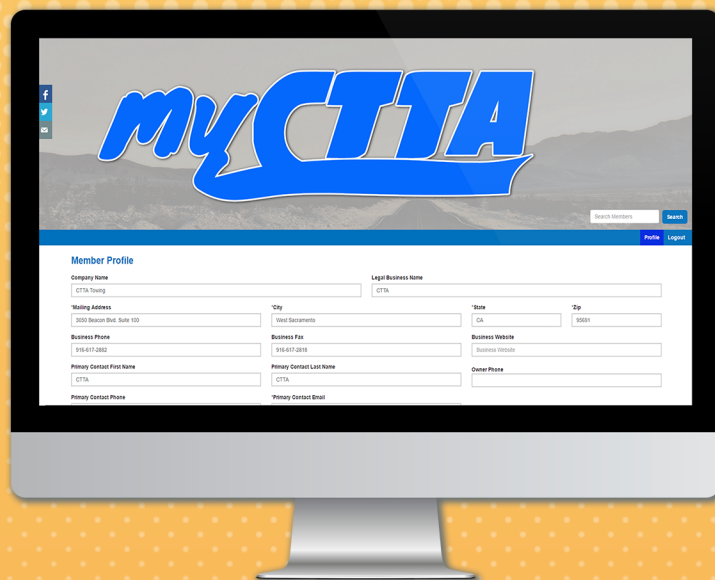


# myCTTA

## Tow Company User Guide



## Introduction

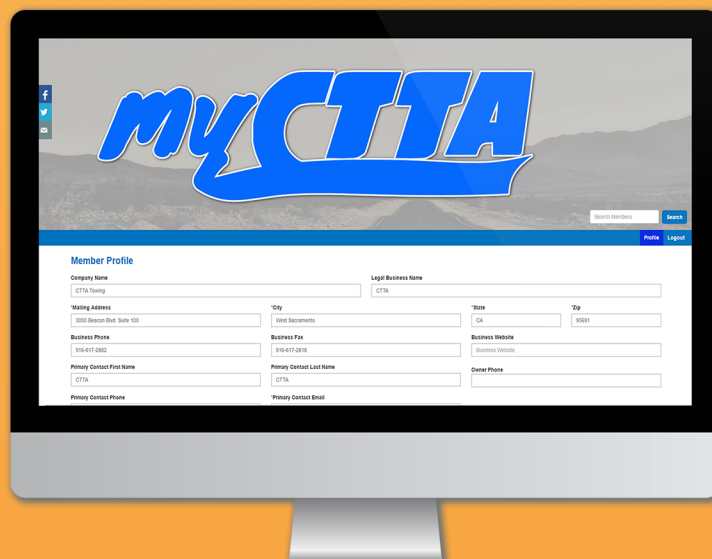
This document will help you better understand the features present in CTTA's new Member Login. This new login will allow you to:

- **Manage your CTTA Membership online** (renew, print membership certificate, see your membership term)
- **Manage your Employees** (view your current employees and their certifications)
- **Manage your Certifications** (view all of your employee's certifications and print them on-demand)
- **Sign up for Classes** (sign your employees up for classes easily, without having to fax/email back and forth to the office)
- **Store important documents** (your profile includes a simple file manager to keep important documents readily accessible through your CTTA company profile)
- **Certificate search** (search to see if a prospective employee has a certification)
- **Member search** (easily search for other Member companies)



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6.....	Register for CTTA Training
7.....	Store your documents
8.....	Resetting your password
9.....	View classes you have registered for
10.....	Search training certificates
11.....	Search Member companies





# Member Profile

## 1. LOGGING IN

- Enter email
- Enter password
- Click "Login"

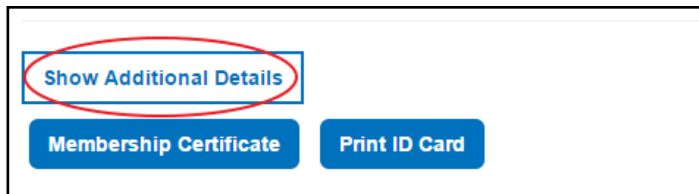
The Member Login form contains two input fields: 'Username' and 'Password'. Below the Password field is a link that says 'Forgot Password?'. At the bottom right of the form is a blue button labeled 'Login >>'.

## 2. NAVIGATING YOUR PROFILE

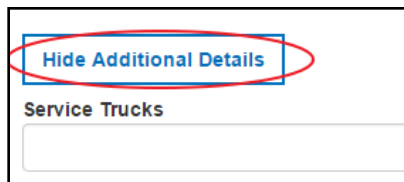
- Check your information
  - if changes need to be made to your profile, do so now
  - make sure to click "Save" at the bottom right of your screen



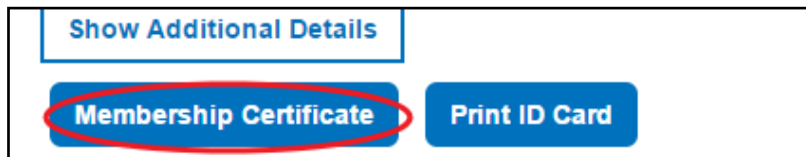
- greyed-out fields require a call to the CTTA office for changes (916-617-2882)
- Click "Show Additional Details" to reveal further information about your company



- Feel free to fill in any missing details (don't forget to click "Save" at the bottom of your screen when done editing)
- The "Additional Details" section is collapsible- just click "Hide Additional Details"



- Print your own Membership Certificate! Just click "Membership Certificate"



- Click "membership Certificate"
- A new window will open
- Click "Print Certificate"
- Certificate will be delivered to your connected printer
- Close the certificate browser window



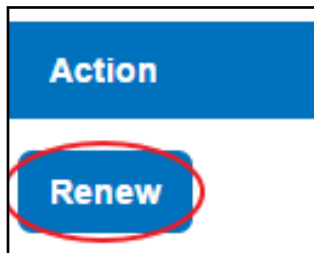
# Member Profile

## 3. MEMBERSHIP SECTION

***There are now TWO ways for you to renew your membership:***

### ONLINE:

- a. Click “Renew” button in the membership section



- b. A small popup window will appear

Entity: CTTA, Membership Level: TC1, Start Date: 03/25/2016, Expiration Date: 03/25/2017, Bill Amount: \$510.00, Paid Amount: \$0, Payment Type: Pay Now, Payment Date: 03/24/2015, Payment Amount: \$10.00, Payment Method: Drop

- c. Toward the bottom of that window you will see “Payment Method”- click there  
d. Select “Credit Card”  
e. Click blue “Save” button  
f. Enter your payment details  
g. Click “Pay Now”  
h. Congrats! You should see your new Membership term populate under your “Membership” Section

Membership				
<a href="#">Generate Invoice</a>				
Entity	Membership Level	Start Date	Expiration Date	Action
CTTA	TC1	03/24/2015	03/24/2016	<a href="#">Renew</a>



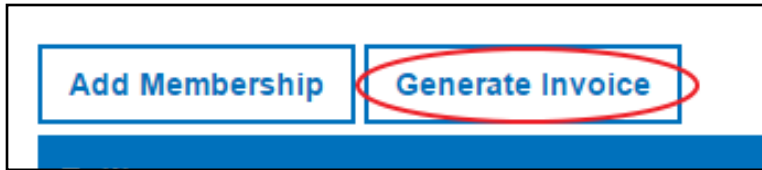
# Member Profile

## 3. MEMBERSHIP SECTION (continued)

***There are now TWO ways for you to renew your membership:***

### *Email/Fax/Mail*

- a. Click “Generate Invoice” button in the membership section



- b. A new window with your invoice will appear  
c. Click “Print Generate Invoice”  
d. Invoice will be delivered to your connected printer  
e. Email, fax, or mail the invoice with payment to CTTA

## 4. TRAINING CERTIFICATES

- a. In the “Training Certificate” section, you will see any training certificates you or your employees have (once they’ve connected with your company account)  
b. Once you add employees, (see section 5 below) their certificates will populate in the “Training Certificates” section

## 5. EMPLOYEES

- a. This is where you will manage your company’s team  
b. Click “Add Employee”
  - If the person you are trying to add has been through our training program, they will be listed in the dropdown under “Add Existing”---“Select Constituent” *(if they haven’t been through the CTTA Training Program, see the next bullet point)* Simply begin typing their name until you see it appear. Click their name, then select their relationship to you (driver, manager, etc.). Click “Save”
  - If the person you are trying to add has NOT been through the CTTA Training Program, you will need to click “Add New Employee”. Fill in the fields, click “Select Relationship” and do so. Finally, click “Add” when finished.
- c. The employee(s) that you add will receive an email with login details for their account. Once they login to their profile and accept the relationship, they will be a confirmed employee in the system.

Employees			
<a href="#">Add Employee</a>			
Name	Confirmed Employee	Relationship	Action





# Find a Class

## 6. FIND A CLASS

This section assumes you have already added your employees to your company profile. If you have not, you will need to complete the steps outlined in section 5 of this document to register drivers for training.

*no more sending in forms to the cttta office for Training classes!*

- Click over to the tab titled “Find a Class”.
- Here you will be see all current classes and their availability.
- You can search geographically by entering your zip code and the radius around it you



would like to check. You can also search by date range.

- Click the “Search” button after entering your query.
- Once you see a class you would like to register for, click the green “Register” button.

- A popup window will ask if you want to register for the class- click “Yes”.



- Select an employee from the list, or begin typing an employee name and select.

- You may add multiple employees by repeating step g.
- Click “Pay Now”.
- Enter your email and billing address.
- Click “Continue to Payment Method”.
- Enter email and billing address.
- Click “Continue to payment method”
- Enter your credit card details and click “Complete Order”

- You will then receive a confirmation email (after a few minutes). You will also see the class you registered for under the “My Classes” tab (see item 7 in this document).

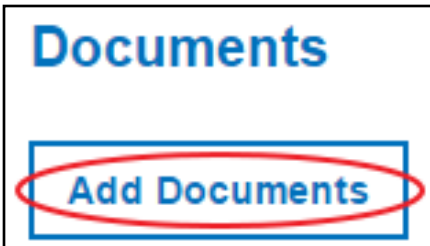


# Member Profile

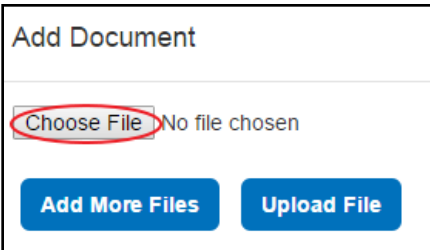
## 7. DOCUMENTS

The “Documents” section lets you store important .pdf and image files relating to your business/CTTA. Think of it as a locker for documents that you can easily access by logging into your CTTA Member account.

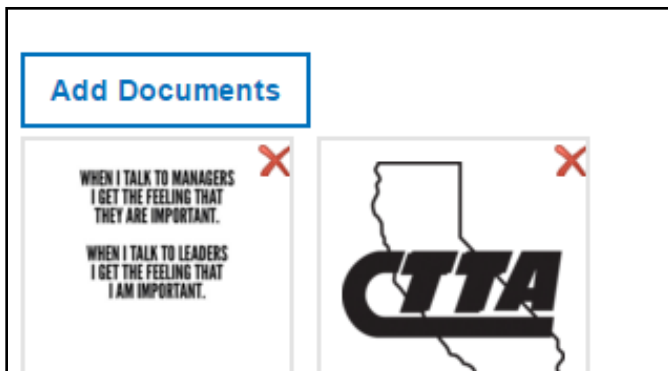
- a. Click “Add Documents”



- b. A small popup window will appear  
c. Click “Choose File”



- d. Select the file you wish to upload  
e. Click “Add More Files” if you want to upload multiple files  
f. Click “Upload File” when you have selected what you would like to upload  
g. The file will then appear under the “Documents” section with a red “X” in the corner



- h. To delete files from your “Documents” section, simply click the red “X”



# Member Profile

## **8. RESETTNG YOUR PASSWORD**

- a. Click “reset Your Password” at the bottom right of your screen (next to the “Save” button)



- b. A small popup window will appear

A white popup window titled "Reset Password" with a close button (X) in the top right corner. It contains three input fields: "Old Passwod :" (with placeholder "Old Password"), "New Password :" (with placeholder "New Password"), and "Confirm Password :" (with placeholder "Confirm Password"). At the bottom are two buttons: "Save" (blue) and "Close" (white).

- b. Enter your OLD password  
c. Enter your NEW password  
d. Enter your NEW password again in the “Confirm Password” field  
e. Click “Save”

### **IMPORTANT PROFILE NOTE:**

**ALWAYS remember to click “SAVE” when you are finished editing your profile.**

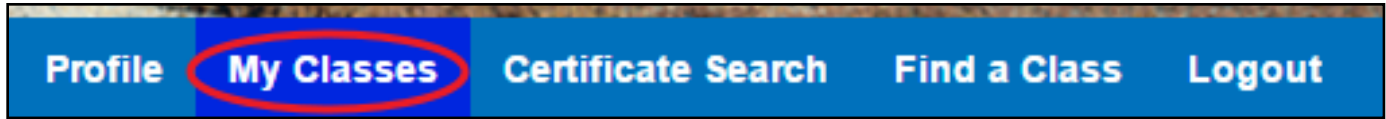




# My Classes Tab

## 9. MY CLASSES

- a. Click over to the tab titled "My Classes"



- b. This is where you can see any classes you have your drivers signed up for and their corresponding details (date, class name, location, instructor, etc.)

### My Classes

Show 25 entries

Search:

Date	Class / Training	Location	Instructor	Status	Action
------	------------------	----------	------------	--------	--------

## NOTE:

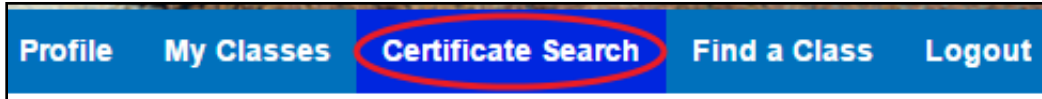
If you are looking to sign a driver up for class, please see section 10 in this document



# Certificate/ Member Search

## 10. CERTIFICATE SEARCH

- a. Click over to the tab titled “Certificate Search”



- b. Here you will be able to check if an individual has a certification through the CTTA Training Program.
- c. Search by Driver’s License, first name, last name, or all.

**Certificate Search**

DL#:  First Name:  Last Name:

Driving Licence  First Name  Last Name

Show 25 entries

Name	Class / Training	Instructor	Certificate Name	Certificate Issued Date	Status
No data available in table					

- d. Click the “Search” button
- e. You will then see that person’s certificates (if any) with information regarding what type of certificate they have, the instructor of the class the certification came from, when the certificate was issued, and whether or not the individual passed (has a valid certificate).

## 11. PUBLIC MEMBER SEARCH

- a. Click in this search box to search for other current CTTA Member Companies

**Certificate Search** **Find a Class** **Logout**

- b. Just enter a company or company owner name
- c. Click “Search”