

MINNCOR Marketplace

Deputy Registrar

User Instructions

March 2021



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Log-In

Navigate to the MINNCOR website, click on the MINNCOR Marketplace link on the bottom of the screen or by clicking the following link <https://www.minncor.com/minncor-marketplace>.

Click the link to proceed to the MINNCOR Marketplace website.

Use the email and password associated with your account on the previous website to log-in to the new MINNCOR Marketplace site. If you are unable to remember your password, please contact Tom Evans with the Department of Public Safety at tom.evans@state.mn.us.

Welcome to the MINNCOR marketplace!

First time customers, please click on Sign Up link below to create an account.
Returning customers, please log in below.

m
DEPARTMENT
OF CORRECTIONS
MINNCOR INDUSTRIES

Username

Password

Log In

[Forgot your password?](#) [Sign Up](#)

[Are you an employee? Login here](#)

Dashboard

Once logged in you will see the Home Page that consists of a dashboard of your orders. Your dashboard may be blank until orders have been submitted in the system.

You can click on the My Order Group by Status (1) graph area of the dashboard, this will show new, complete, closed and canceled orders. You can also view previously submitted orders by clicking on the order number in the My Orders section (2).

Dashboard
My Orders
My Orders
As of Mar 17, 2021, 2:40 PM-Viewing as Test Account

My Orders Grouped By Status

Record Count

Status

New 2

Canceled 1

View Report (My Orders Grouped By Status)

My Orders

Order Number ↑	Order Owner	Account Name	Order Start Date	Status
00000102	Test Account	STATE OF MINNESOTA	3/14/2021	Canceled
00000103	Test Account	STATE OF MINNESOTA	3/14/2021	New

View Report (My Orders)

Quick Links
<https://www.minncor.com/>

Click on the Product Selection (3) link to proceed to the navigation screen.

Navigation

The left-hand side of the screen shows your navigation list (4). Click on the Deputy Registrar heading to access duplicate titles, temporary passenger and motorcycle plates.

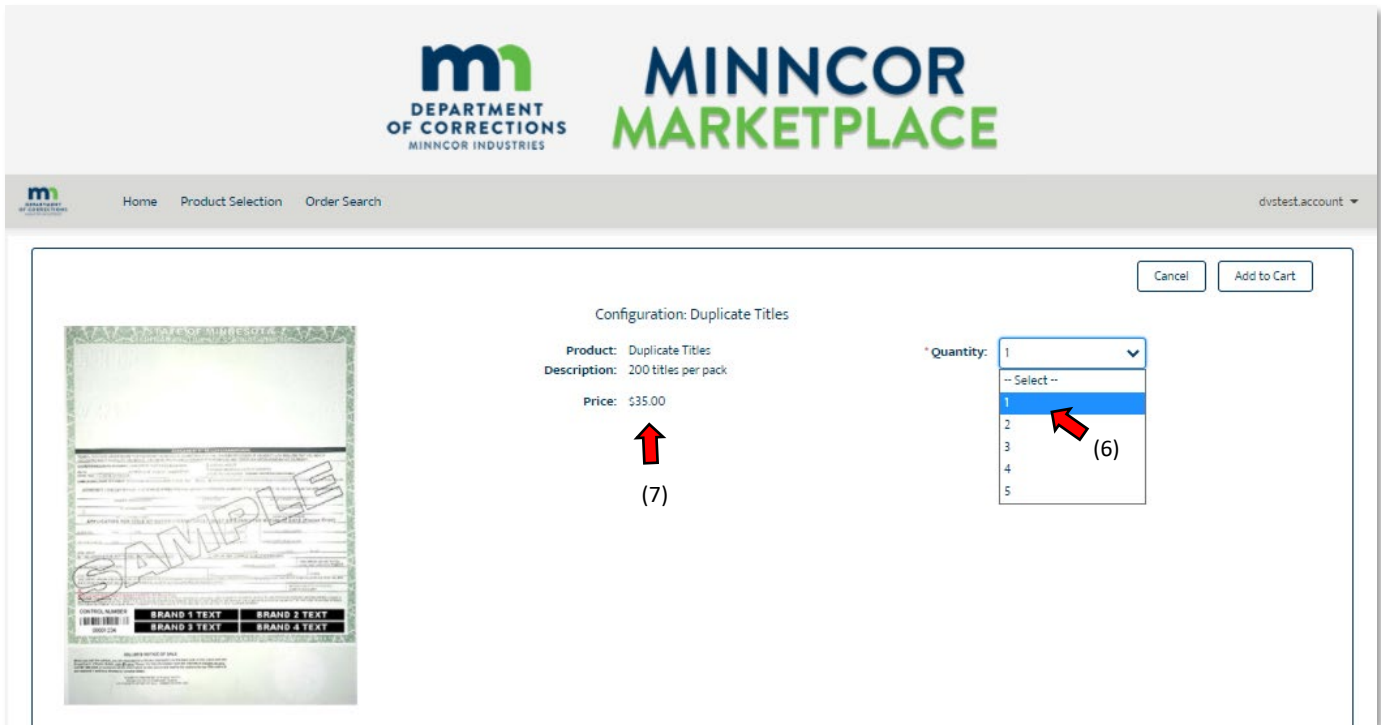


The product name (5) will be bold and underlined, click on the product name to open the product page.



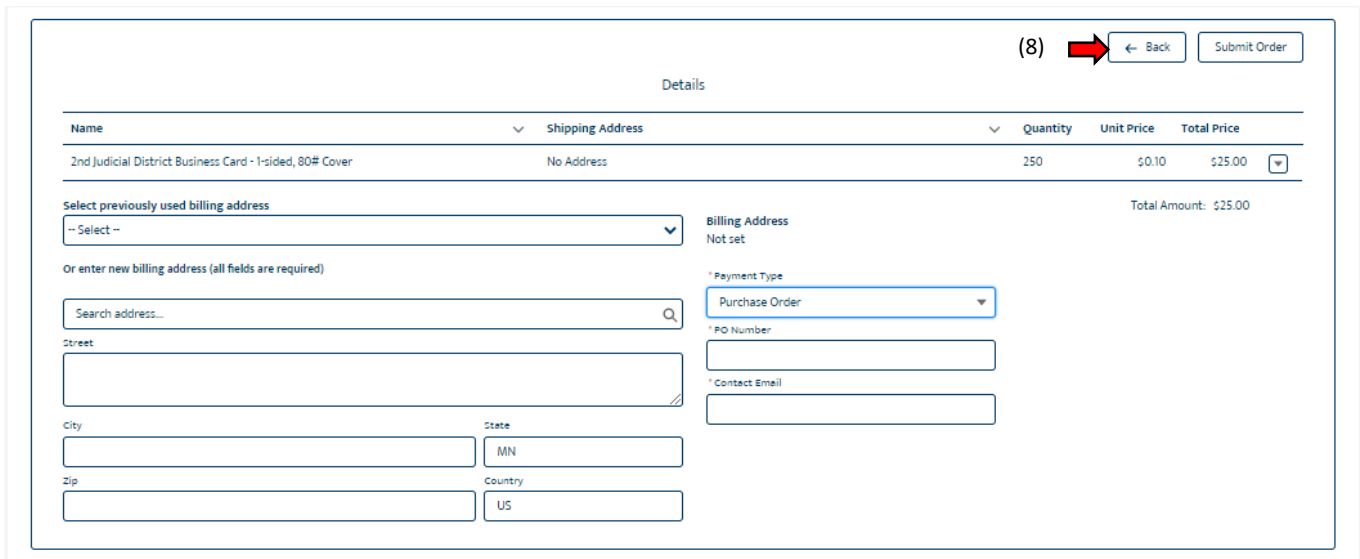
Quantity Selection

Click on the Quantity drop-down menu (6) and make a selection. The price (7) will update automatically when a quantity is selected. Choose Add to Cart.



Once you have chosen Add to Cart the Shopping Cart Details screen will appear. A back button (8) is available to return to the main navigation screen if you'd like to add more items to your order.

Please confirm the items in your cart are correct and then proceed with entering your billing address.



Shopping Cart

To navigate to the Shopping Cart (9) from the main navigation screen click on the cart icon on the right-hand side of the page.



Billing Address

Enter the Billing Address (10) by typing in the fields provided. **Please include your Deputy Registrar #, Company Name and Attention to in the street address field.**

A copy of the billing address (11) will appear above the Payment Type drop-down menu. If updates are necessary, click back in any of the address fields and any changes will update immediately.

The screenshot shows the 'Details' section of the shopping cart. At the top right, there are 'Back' and 'Submit Order' buttons. Below is a table with columns for Name, Shipping Address, Quantity, Unit Price, and Total Price. The table contains one item: '2nd Judicial District Business Card - 1-sided, 80# Cover' with a quantity of 250, a unit price of \$0.10, and a total price of \$25.00. Below the table, there is a section for 'Select previously used billing address' with a dropdown menu showing 'Test Agency Attn: Amy Sample235 123 Test Address Suite 234, City, State 12345'. To the right of this is a 'Billing Address' field with a red arrow pointing to it and the number '(11)'. Below the dropdown, there is a section for 'Or enter new billing address (all fields are required)'. This section contains a search address field, a street address field (with a red arrow pointing to it and the number '(10)'), and fields for City, State, Zip, and Country. To the right of these fields are fields for Payment Type (set to 'Purchase Order'), PO Number (set to '3000000000'), and Contact Email (set to 'test.account@minncor.com').

Payment Type and Contact Email

Click on the Payment Type drop-down to choose Purchase Order or Credit Card (12). If Purchase Order is chosen a field for PO Number will appear, if Credit Card is chosen directions are given on how to make payment.

Please enter an email address where you can be reached in case of questions.

Details

Name	Shipping Address	Quantity	Unit Price	Total Price
2nd Judicial District Business Card - 1-sided, 80# Cover	No Address	250	\$0.10	\$25.00

Select previously used billing address: -- Select --

Or enter new billing address (all fields are required)

Search address...

Street

City: [] State: MN

Zip: [] Country: US

Billing Address: Not set

* Payment Type: Purchase Order (12)

* PO Number: []

* Contact Email: []

Total Amount: \$25.00

Shipping Address

To set the shipping address, click on the drop-down arrow at the end of any line and choose Set Shipping Address (13).

Details

Name	Shipping Address	Quantity	Unit Price	Total Price
2nd Judicial District Business Card - 1-sided, 80# Cover	No Address	250	\$0.10	\$25.00

Select previously used billing address: Test Agency Attn: Amy Sample235 123 Test Address Suite 234, City, State 12345

Or enter new billing address (all fields are required)

Search address...

Street: Test Agency Attn: Amy Sample235 123 Test Address Suite 234

City: Moose Lake State: State

Zip: 12345 Country: US

Billing Address: Test Agency Attn: Amy Sample235 123 Test Address Suite 234 Moose Lake, State 12345

* Payment Type: Purchase Order

* PO Number: 3000000000

* Contact Email: test.account@minncor.com

Total Amount: \$25.00

Set Shipping Address (13)

The following screen will appear, click on the Copy Billing to Shipping (14) button. If there are multiple items in the shopping cart, check the Apply this shipping address to all lines (15).

Shipping Address for AA in comm. Sage (14)

Copy Billing to Shipping Save

Select previously used shipping address
-- None --

* Or enter new shipping address

Search address...

* Street

* City * State
MN

* Zip Country
US

Apply this shipping address to all lines (15)

Click the Submit Order button (16) when ready.

(16)

← Back Submit Order

Details

Name	Shipping Address	Quantity	Unit Price	Total Price
2nd Judicial District Business Card - 1-sided, 80# Cover	No Address	250	\$0.10	\$25.00

Total Amount: \$25.00

Select previously used billing address
-- Select --

Billing Address Not set

Or enter new billing address (all fields are required)

Search address...

* Payment Type
Purchase Order

* PO Number

* Contact Email

Street

City State
MN

Zip Country
US

Submitted Order

Once you have submitted your order you will see the Order Details screen, as shown below. You will also receive an order confirmation email.



(17)

Home Product Selection Order Search dvstest.account

New Order Reorder

Order Details

Preview	Name	Shipping Address	Quantity	List Price	Total Price
	Duplicate Titles	Deputy Registrar 000 Attn: Amy Sample To...	1	\$35.00	\$35.00

Order Number: 00000117
Account ID: Driver & Vehicle Services - Deputy Registrars
Status: New
Payment Type: Credit Card

Billing Address: Deputy Registrar #000
Attn: Amy Sample
City Hall
1000 Elm Street
Any Town, 00000

Order Amount: \$35.00

Close the browser when complete or click on the account alias drop down arrow (17) and choose log-out.