



## ONLINE REGISTRATION INSTRUCTIONS For Technical Session Speakers on June 5, 6, or 7

Upon successful completion of registration, you will receive an e-mail confirmation with barcode from our registration partner Experient. **Please print the confirmation page and bring it with you to the conference.**

### Step 1. – **LOGIN WEF** Account or **CREATE** a user Account.

- **WEF Members**

Please sign in using the email address and password that WEF has on file. If you do not remember your password, please click the link next to "I forgot my password". If you need assistance, please email [csc@wef.org](mailto:csc@wef.org) or call 1-800-666-0206.

- **Non-Members** (*who do not have a WEF account*)

Click link next to "**I would like to register for a new account**" to create a user account.

- **Please note:** If you've signed up for a WEF membership in the last 24 hours, your membership may not yet be synced to the registration system. We ask you to wait 24 hours before accessing the registration site.

A screenshot of the Water Environment Federation login page. The page has a white background with a black border. At the top left is the WEF logo, which consists of a stylized blue 'W' followed by the text "Water Environment Federation" and "the water quality people®" below it. Below the logo is the heading "Login". Under "Login" are two input fields: "User Name:" and "Password:". Below these fields is a "Go" button. At the bottom of the page, there are four links: "I would like to reset my password. Click here.", "I would like to update my Username. Click here.", "I forgot my password. Click here to reset.", and "I would like to register for a new account. Click here to register". The last link is circled in red. Below the links is a checkbox labeled "Remember my login information for 90 days." A red arrow points from the left towards the registration link.

## Step 2. – Complete Profile Information

- **Name & Contact Information**
- **Emergency Contact Information**
- **Create Password to return to the site**
- **Specify Aid or Services needed (Optional)**
- **Answer “Yes” to “Are you speaking in a technical session on June 5, 6, or 7”**
- **If you have a promocode, enter it and hit “Apply”**

**Speakers: Make sure to answer yes to this question. This will ensure you get the cheapest rate for the conference.**

\* Are you speaking in a technical session on June 5, 6, or 7?

☐ Yes

☐ No

## Step 3. – Complete Demographic (Show) Questions

- **Answer Conference Demographic Questions**

## Step 4. – Select Registration Type

- **Click the drop down menus to view registration type and fees**

## Step 5. – Select Pre-Conference Workshop(s) (optional)

- **Click the box to select your workshop(s). Please note that workshops can be added at an additional cost.**

## Step 6. – Registration Summary

- **Review registration summary**
- **Read and click the box to accept the terms and conditions**
- **Register another industry professional**

## Step 7. – Pay (Amex, Visa or MasterCard Only)

- **Click the box to authorize WEF to charge your credit card.**
- **Click the green button to remit payment**

**Note: Check payments are not accepted online.**

**Complete** - A confirmation email will be sent to the email address provided upon registration.

## QUESTIONS or PROBLEMS

If you have questions or encounter any problems with our system, please contact customer service toll free at (800) 462-9420, direct dial (240) 439-2954 or by email at [Collection2019@experient-inc.com](mailto:Collection2019@experient-inc.com).