



## ONLINE REGISTRATION INSTRUCTIONS For Technical Session Speakers on July 24<sup>th</sup> and 25<sup>th</sup>

The registration website for the Nutrient Removal and Recovery Symposium can be found at:

<https://www.xpressreg.net/eReg/?ShowCode=NRRS0719>

Please note: Online registration will close on July 10<sup>th</sup>. If you have not registered by that point, you will have to register on site when you arrive at the symposium.

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

- **WEF Members**  
Search for yourself using either your Last Name or your WEF Member Number. If you need assistance with your WEF membership information, 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 on “**Register as a Non-Member**” to create a user account.

**Please note:** If you've signed up for a WEF membership in the last 48 hours, your membership may not yet be synced to the registration system. We ask you to wait 48 hours before accessing the registration site.

### Step 2. – Select Registration Type

- At the top, Select a Registration Type from the dropdown menu.

A screenshot of a web form element. It shows a blue header text "Choose Registration Category" above a dropdown menu. The dropdown menu is currently displaying the text "Select a Registration Type" followed by a small downward-pointing triangle icon. The entire element is enclosed in a thin black rectangular border.

### Step 3. – Complete Profile Information

- All fields in **bold, blue font** are required – you cannot register without providing this info.

City	<input type="text"/>
State/Province	<input type="text"/>
Country	United States ▼
Phone	<input type="text"/>
Ext	<input type="text"/>
Cell/Mobile Phone	<input type="text"/>
SMS Alerts	Opt-In ▼
	<i>Would you like to receive SMS text alerts from WEF in the case of an emergency?</i>
Email	<input type="text"/>
Emergency Contact	<input type="text"/>
ECs Mobil Phone	<input type="text"/>
Relationship to you	<input type="text"/>
Promo Code	<input type="text"/>

#### Step 4. – Enter the Promo Code

- The promo code for speakers is: **NRR19Spkr**

Promo Code	<input type="text" value="NRR19Spkr"/>
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#### Step 5. – Complete Demographic Questions

- Answer Conference Demographic Questions
- All fields in **bold, blue font** are required

#### Step 6. – Select Pre-Conference Workshop(s) or Publication(s) **(optional)**

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

## Step 6. – Registration Summary

- Review registration summary

## Step 7a. – Pay by Credit Card

- Enter Billing Address, Accept Terms & Conditions .
- Click “Make Payment” button to and then “Ok” be redirected to the secure payment service.

The image displays two overlapping screenshots from a registration website. The top screenshot shows a 'Confirm Information' dialog box with the text: 'You will now be redirected to our secure payment service. Click Ok to continue, or select CANCEL and make the appropriate changes to your order.' Below this dialog is a purple 'Make Payment' button and 'Cancel' and 'Ok' buttons. The bottom screenshot shows the 'Payment Information' form for the 'WATER ENVIRONMENT FEDERATION 2019 NUTRIENT REMOVAL AND RECOVERY SYMPOSIUM' registration. The form includes the amount to be charged (\$935.00), fields for Credit Card Number, Exp Date, and CSC Code, and a 'Submit Payment' button. A 'digicert' security logo is also visible.

- Enter Credit Card Number and Submit Payment.

## Step 7b. – Pay by Check\* (\$25 fee)

- When you select to pay with a check, you will be automatically be sent a Pending Registration Confirmation email.
- Please mail your Pending Registration email along with your check to

Water Environment Federation  
c/o Registration Coordinator  
601 Wythe Street  
Alexandria, VA 22314

\* Checks not received by July 8 must be brought onsite to Minneapolis.

**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 registration at [Registration@wef.org](mailto:Registration@wef.org) or call 1-877-933-4734.