

#### ONLINE REGISTRATION INSTRUCTIONS

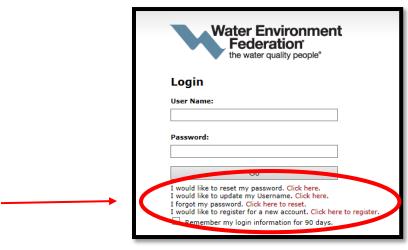
Upon successful completion of registration, you will receive an e-mail confirmation with barcode from our registration partner Experient.

# 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. To reset your password, please click the link next to "I forgot my password".

- If you need assistance, please email <a href="mailto:csc@wef.org">csc@wef.org</a> 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 48 hours before accessing the registration site.



#### Step 2. -

## **Complete Profile Information**

- Name & Contact Information
- Emergency Contact Information
- Specify Aid or Services needed (Optional)
- If you have a promocode, enter it and hit "Apply"

### Step 3. – Tell us about yourself

• 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 or de-select workshop(s)

#### 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 by Credit Card or Check\* (\$25 fee)

- Select to pay by credit card or by check
- Click the green button to remit payment

WEF accepts VISA, MasterCard, and American Express. Checks are accepted until February 14, 2020 for a \$25 fee\*.

Early rates will not be honored if the check/wire transfer is received after the January 17 early rate deadline. Cash payments are accepted onsite only.

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

#### **General Questions? Please contact:**

**Registration Customer Service** 

Phone: 1-800-462-9420 | Globally: 1-240-439-2954

Email:Odors20@experient-inc.com