

### **ONLINE REGISTRATION INSTRUCTIONS**

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 <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 24 hours before accessing the registration site.



# Step 2. – Complete Profile Information

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

## 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 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 (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 Collection19@experient-inc.com.