

# Collection Systems 2018

## REGISTRATION

We look forward to seeing you:  
April 8–11 | Virginia Beach, VA

### 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.

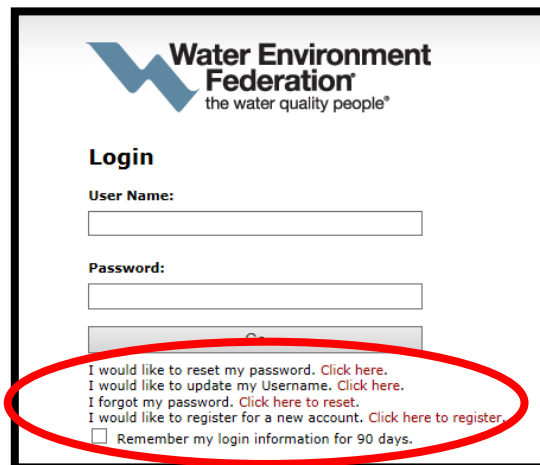
- **WEF Members**

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 [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.



The image shows a screenshot of the Water Environment Federation (WEF) login page. The page features the WEF logo at the top, followed by the text "Water Environment Federation" and "the water quality people®". Below this is a "Login" section with fields for "User Name:" and "Password:". At the bottom of the login section, 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.". A red circle is drawn around the "I would like to register for a new account" link, and a red arrow points from the left towards this link.

#### Step 2. – Complete Profile Information

- **Enter Promocode** (*if you have one*) & you **must** click **APPLY**
- **Name & Contact Information**
- **Emergency Contact Information**
- **Create Password to return to the site**
- **Specify Aid or Services needed** (*Optional*)

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

- *Answer Conference Demographics*

#### Step 4. – Select Registration Type

- *Click the teal 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)

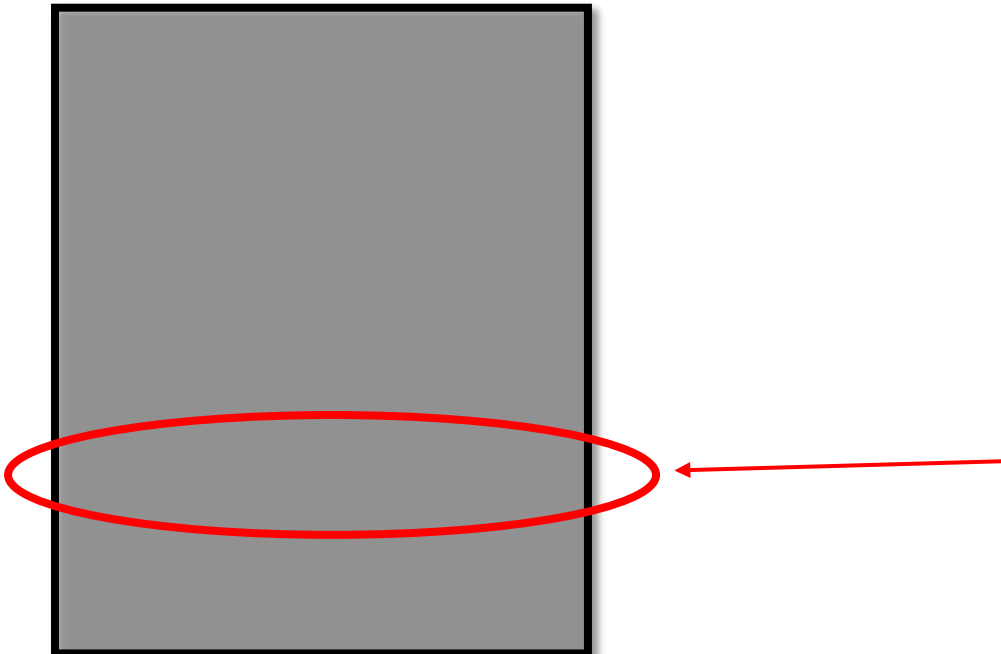
- *Click the box to authorize WEF to charge your credit card.*
- *Click the green button to remit payment*

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

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

### Visa Letter Request

Conference participants who require an invitation letter to enter the United States must first register and pay for the conference before a Letter of Invitation will be issued. You may download the Visa Letter on the confirmation.



### 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 [Collection2018@experient-inc.com](mailto:Collection2018@experient-inc.com).