



## 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 [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 48 hours before accessing the registration site.

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 the water quality people®'. Below this is a 'Login' section with input 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.'. The last link is circled in red. A red arrow points from the left towards the circled link. Below the links is a checkbox labeled 'Remember my login information for 90 days.'.

### 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](mailto:Odors20@experient-inc.com)