



## ONLINE REGISTRATION INSTRUCTIONS For Workshop Speakers on May 8

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.**

**Please Note: Workshop Speakers get free registration for their workshop only. If you want to attend anything else, you must add this while registering and pay the additional fees.**

### 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.

A screenshot of the Water Environment Federation login page. The page has the WEF logo at the top left. Below the logo is the text "Water Environment Federation" and "the water quality people®". The main heading is "Login". There are two input fields: "User Name:" and "Password:". Below these is a "Go" button. At the bottom, 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. There is also a checkbox for "Remember my login information for 90 days.".

## Step 2. – Complete Profile Information

- **Name & Contact Information**
- **Emergency Contact Information**
- **Enter your promocode, enter it and hit “Apply”**

**Please only use the Promo Code sent to you so we make sure you are linked with the correct event.**

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

- **Answer Conference Demographic Questions**

Promo Code (If Applicable)

TESTCODE	Apply
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Applied Promo Codes: TESTCODE

## Step 4. – Select Registration Type

- **Click the drop down menus to view registration type and fees. If you plan to attend the symposium, you will need to choose one of these options.**

## Step 5. – Select Your Pre-Conference Workshop(s)

- **Click the box to select your workshop(s)**

WEDNESDAY, MAY 8, 2019 8:30 AM - 5:00 PM		Advance Aug 1 – Mar 15
<b>Add</b>	Workshop A: Watershed Management Optimization Support Tool (WMOST): Cost-Effective Integrated Water Management	\$209.00

- **After you move to the next page, your workshop should show \$0.**

Workshop A: Watershed Management Optimization Support Tool (WMOST): Cost-Effective Integrated Water Management	1 @ \$0.00
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## 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 [WEFSpecialtyConf19@experient-inc.com](mailto:WEFSpecialtyConf19@experient-inc.com).