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.

![Login Screen](image)

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