



ATTENDEE ONLINE REGISTRATION INSTRUCTIONS

www.weftec.org

To register online, you will need your WEF account information and credit card. If you do not have an account, you can create one or click reset if you forgot your password.

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: 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.

Follow these steps to complete an Attendee Registration Online:

Step 1. – Login as a Member or Nonmember

- **Member – Enter User Name and Password**
- **Nonmember – Create a new account if this is your first visit.**

Forgot your login? You may reset or updated your login information on this page.



Step 2. – Complete Contact Information

- **Enter Promocode (if you have one) & click Apply**
- **Name & Contact Information**
- **Continuing Education Information**
- **Emergency Contact Information**

Step 3. – Complete Show Questions

- **Answer Show Questions**

Step 4. – Select Registration Type

- **Click the drop-down menus to view registration type and fees**

Step 5. – Select Events (optional)

- **Search events by date, keyword, click the icons or display all**

Step 6. – Accept Terms and Review Registration Summary

- **Review and Accept Terms**
- **Review registration summary**
- **Register another industry professional**
- **Register a non-industry Spouse/Guest**

Step 7. – Pay

- *Click the box to authorize WEF to charge your credit card.*
- *Remit payment and print your confirmation*

Confirmation

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 WEFTEC@experient-inc.com.