

INSTRUCTIONS FOR REGISTERING And PURCHASING A WORKSHOP

Rev.June. 2009

NOTE: Only individuals will be authorized to register and purchase a workshop.



LOGIN

NOTE: You must log on using your **individual** username and password - IF you are unsure as to whether or not you have an active account with ACICS, please contact us at ebiz@acics.org



From the ACICS home page at www.acics.org, Click Login.

If you receive the following message, click YES





Enter your individual username and password provided by ACICS.

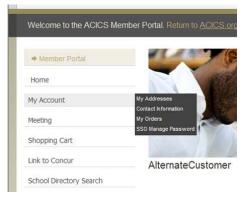


INSTRUCTIONS FOR REGISTERING And PURCHASING A WORKSHOP

Rev.June, 2009

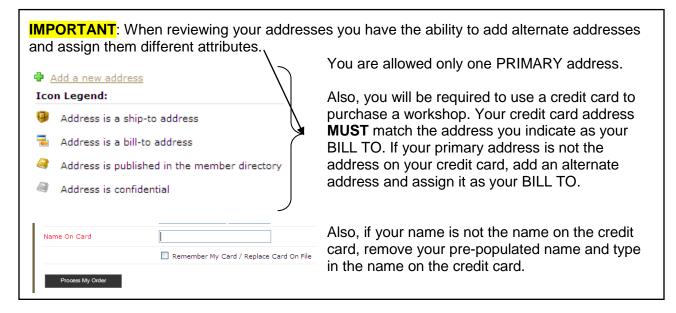


REVIEW My Account



The My Account menu has 5 submenus

- My Addresses
 - Maintains all addresses
- Contact Information
 - Maintains all telephone, email, fax and URL information
- My Orders
 - Maintains history of workshops
- Apply To Be An Evaluator
- This tab is ONLY for those who are not active evaluators. If you are unsure as to your evaluator status, please contact ACICS at ebiz@acics.org
- Manage My Password
 - Allows users to change their password





And PURCHASING A WORKSHOP

Rev.June, 2009



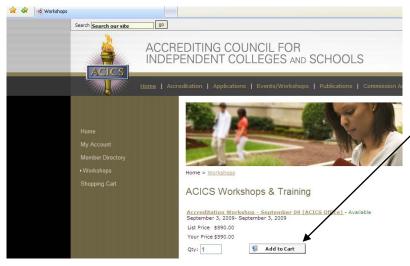
REGISTER FOR A WORKSHOP

CLICK on MEETINGS



1 2 3 Step 4

CHECK OUT – Option 1 – Add To Cart



Review the workshops listed and select those you are interested in attending. From this point you have two options for checking out,

OPTION !: is to CLICK on ADD.
.TO CART

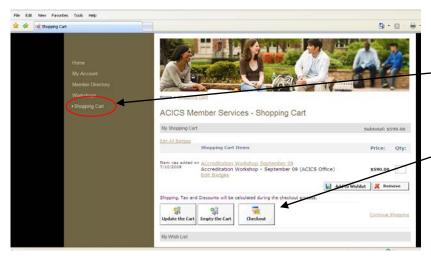
A message will appear stating your order has been added to the cart and allow you to continue shopping





INSTRUCTIONS FOR REGISTERING And PURCHASING A WORKSHOP

Rev.June, 2009



When you are finished selecting your workshops, CLICK on SHOPPING CART

At this point you still have the ability to remove or add items before checking out. When ready, CLICK on CHECKOUT

CHECK OUT – Option 2 – Workshop Title

Option 2 is to CLICK on the workshop title. This will take you directly to the checkout screen.



At Check Out you will be required to enter your credit card information

IMPORTANT: In order for credit card validation, your credit card address **MUST** match your accounts **BILL TO** address. See step 2.

CONFIRMATION

You will receive an email confirmation that you have successfully registered for the workshop.