

How to Register for the 2021 Virtual NEAFCS Annual Session

1. To register, visit <https://www.neafcs.org/2021-annual-session>.
2. On the first page, you'll be asked to indicate you are aware of the change in date format for 2021. Click Next.
3. Please make sure you read ALL of the instructions throughout the form. Click the gray "Register Yourself" button to continue.
4. When the page loads, you will see pre-populated information if you are logged in as a Member of NEAFCS. If you are not a current member, you will have to fill in each field. Members should review their information, which is taken directly from your member profile, and update anything that is no longer correct.
5. Next, click the appropriate checkbox(es) to indicate your Attendee Type.
6. Finally, choose your Type of Conference Attendance. Then click Next to continue.
7. If you are interested in joining one of our National Committees, please use the checkboxes to tell us which one(s) you wish to sign up for. Click Next to continue.
8. Review the policies and click the button that says you agree. Then click Next to continue.
9. This is the Summary page. If you have a DISCOUNT CODE, you must enter it here. If you do not enter it here, you cannot enter it later. **Please enter any code you have and click "Apply" to apply the code to your cart.**
10. Scroll down and review all of your information that you are going to submit for your registration. The price will appear next to your selection and total at the bottom. If you entered a code above, make sure the total now reflects the appropriate discount. If you find that anything is wrong, click the gray "Previous" button to go back and fix the errors. Then, return to this screen and click Next to continue.
11. On the Payment Screen you have a drop down box with two options. You can Pay Now or choose Invoice Me. If you choose Pay Now you will be taken to a payment screen where you can pay with a major credit card. If you wish to pay via check, phone, fax, or mail, select Invoice Me. The system will automatically send you an invoice after you submit your registration that you can use to pay. Step by step instructions on how to access your invoice are available here.
12. Confirm which email address you wish the invoice to go to if you are not paying online right now. Then click "Pay Later".