



## ONLINE REGISTRATION INSTRUCTIONS FOR WEF and AWWA MEMBERS

To register online, you will need your WEF account information or AWWA member number and a credit card.

- **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.

**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.

- **AWWA Members**

If you do not have an account with WEF **must register as a nonmember**; however, you will receive the member rates.

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.**

[Follow these steps to complete an Attendee Registration Online](#)

Step 1. – **LOGIN WEF Account or CREATE a user Account.**

- **WEF Members**

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- **AWWA 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.

The screenshot shows the Water Environment Federation login page. It includes the logo, a 'Login' section with 'User Name:' and 'Password:' fields, and a 'Go' button. Below the button, there are links for password reset, username update, and registration. A red circle highlights the registration link, and a red arrow points to it from the left.

Water Environment Federation  
the water quality people®

**Login**

User Name:

Password:

[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.](#)  
[I would like to register for a new account. Click here to register.](#)  
 Remember my login information for 90 days.

## Step 2. – Complete Profile Information

- Enter Promocode (if you have one) & you must click **APPLY**
- Name & Contact Information
- Enter your AWWA member number to receive the member rates
- Emergency Contact Information
- Create Password to return to the site
- Specify Aid or Services needed (Optional)



ARE YOU AN AWWA MEMBER? \*

Yes  No

Enter AWWA # here:

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

- Answer Conference Demographics

## Step 4. – Select Registration Type

- Click the teal 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 (Amex, Visa or MasterCard Only)

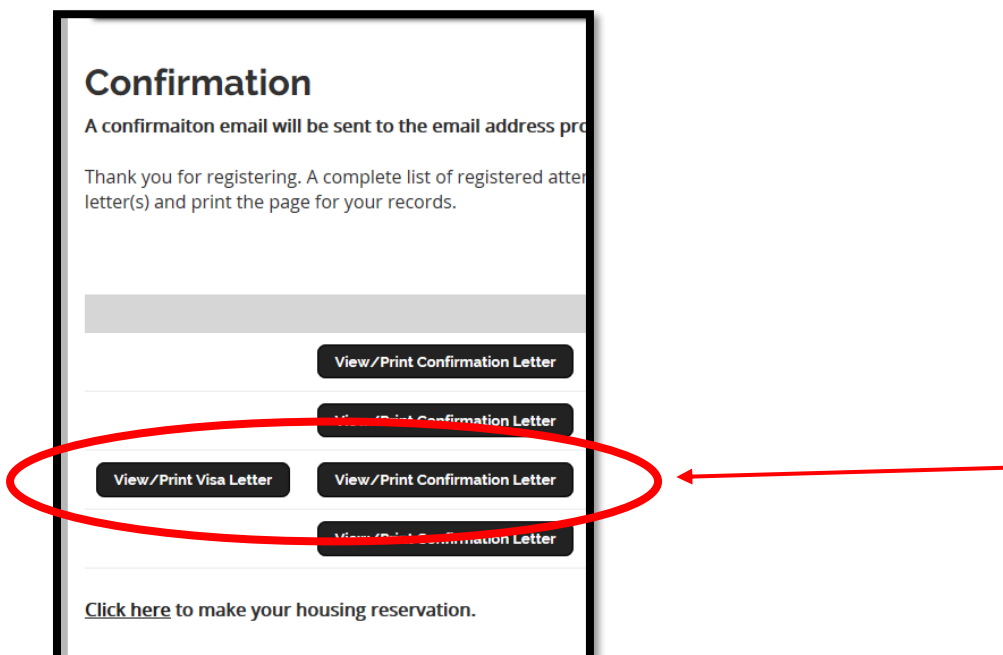
- Click the box to authorize WEF to charge your credit card.
- Click the green button to remit payment

**Note:** Check payments are not accepted online.

**Complete** - A confirmation email will be sent to the email address provided upon registration.

## Visa Letter Request

Conference participants who require an invitation letter to enter the United States must first register and pay for the conference before a Letter of Invitation will be issued. You may download the Visa Letter on the confirmation.



**Confirmation**

A confirmation email will be sent to the email address provided.

Thank you for registering. A complete list of registered attendees and their letter(s) and print the page for your records.

[View/Print Confirmation Letter](#)

[View/Print Confirmation Letter](#)

[View/Print Visa Letter](#) [View/Print Confirmation Letter](#)

[View/Print Confirmation Letter](#)

[Click here](#) to make your housing reservation.

**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 [Utility2018@experient-inc.com](mailto:Utility2018@experient-inc.com).