

## **New Registration System & Procedures**

FISD recently switched over our database and CRM system, so when registering for FISD Events, you may notice the change. The new system will allow members and non-member alike to register for events, manage privacy preference and subscriptions. It's designed so that each person has an "account" that you can log into and from that account you can easily manage everything.

As of January 1, 2013, all FISD events will be transitioned to our new registration system. In order to make this a smooth transition, we have provided additional information on what to expect out of the registration process.

First thing you should notice is you must login with your username and password which is normally your email address that we have in the FISD database for both fields. If you don't know it, you can retrieve it via email with the link on the login screen.

**1. Login** - by logging in you will save yourself time on registering for FISD events. Select the "remember me" box and the system will automatically recognize you and your preferences moving forward. You can change your preferences at anytime, under "Edit My Profile". You can [retrieve your login information here](#).

**2. New users** - if you have never participated in a FISD event, you will need to follow the 3 step process to [create a user account](#).

**Step 1** Enter your contact information. You can attach your individual user account to your company by selecting the "Find my Company" button.

**Step 2** If you attached your information to a company, please confirm your company address. If you did not attached your information to a company please complete address information.

**Step 3** If you are interested in receiving communications from any specific area of the SIIA, please indicate your preferences, the select the "Create Contact" button.

Once you're done, you'll receive an email, from [membership@siia.net](mailto:membership@siia.net) with the Username and Password. After your initial login and registration, your information will be stored in our system so you don't need to re-create a user ID or profile again. **Note:** *If you think you may have an ID and forgot,* contact [membership@siia.net](mailto:membership@siia.net)

If you have a promotional code you will be able to enter it on the Shopping Cart screen of the registration process.

Finally, if you have any problems with the registration process please contact James Gerald, Event Registrar ([jgerald@siia.net](mailto:jgerald@siia.net) or 202.789.4478).