



## Steps to Register for APPAM Conferences

APPAM conferences have many attendees but only one registration form. Whether you are registering yourself, an employee, or group of employees this can all be done following the instructions below.

### 1. Registering yourself, someone else, or others?

APPAM does not have a group registration form. Due to the various registration options, employees or their assistants are encouraged to register individually with the [2019 Fall Conference registration form](#).

If you are registering yourself and already have an account, please login with this account. If unable to login or reset your password, please contact [rmartz@appam.org](mailto:rmartz@appam.org).

If someone has asked you to complete registration for them and they have an APPAM.org account, please ask them for their account information. If they do not have an account, you may create one for them and use their information so that you do not accidentally register yourself.

If you have been assigned to register multiple individuals you may do so with their login information as explained above. A second option is to have them register themselves and submit invoices to you for payment. Refer to Section 2 of this guide for details.

Completing Registration:

To avoid adding a membership to the invoice, select **No, Thank You** on the first page of the form labelled Membership:

Membership

To receive the discounted APPAM member rate, please choose a member type below to join as a new [student](#) or [professional](#) member. If you do not wish to become a member of APPAM please select "No Thank You" from the dropdown menu below.

APPAM 2019 Fall Research Conference Registration Rates

Attendee Type	Early (7/15 - 9/27)	Regular (9/28 - 10/28)	Onsite (11/6 - 11/9)
APPAM Member	\$365	\$485	\$560
Retired Member	\$160	\$180	\$245
Student Member	\$110	\$130	\$195
Non-Member	\$530	\$650	\$725

If you have any issues while registering, please contact [registration@appam.org](mailto:registration@appam.org).

Member Type (Optional)

Make a selection

Make a selection

Professional

Retired Member

Student

No, Thank You

Select **Next** to proceed with registration.

Select **Register Yourself** (if you are completing registration on behalf of someone else, you must still select this option. Please use their information to complete registration.)



Enter all registration information and make any special event selections before proceeding to the **Summary** screen.

On the **Summary** screen, if provided with a discount code, copy and paste the discount code and select **Apply** to reduce the price.

Summary

**Discount Code**

Enter a discount code:

Discount Code

If the discount code does not seem to work, check that there are no extra spaces copied before or after the code before contacting [registration@appam.org](mailto:registration@appam.org)

Proceed to the payment screen and select **Pay Now** to pay with a personal or department credit card. Receipts will be emailed to the address used for registration. See below for further instructions on how to find your invoice/receipt on APPAM.org

## 2. Need to Submit Your Invoice for Payment at a Later Date?

If the registrant's organization will be paying for these invoices directly, instead of providing reimbursement, please select **Invoice Me** on the payment screen and enter the email address that should receive this invoice (invoices will NOT be mailed).

### Payment

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**Total: \$488.50**

How would you like to pay?

Select pay option ▼

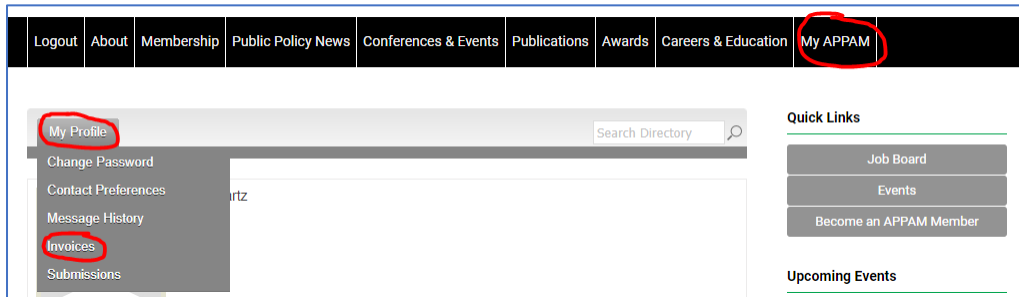
Select pay option

Pay now

Invoice me

After selecting **Invoice Me**, press the **Pay Later** to confirm registration and create an invoice on the individual's APPAM account which can be viewed by returning to [My APPAM](#).

After returning to My APPAM, scroll over the **My Profile** tab and then select **Invoices** from the dropdown menu on this tab.



Select the correct invoice for the 2019 Fall Conference Registration by clicking on the invoice number. From the invoice screen individuals can download and print the invoice to submit to their department to process a check payment made payable to APPAM.

*If submitting one check for multiple invoices, please indicate invoices numbers to apply payment to.*

Mail checks along with a copy of the invoice/s to:

APPAM  
Attention: Registration  
1100 Vermont Avenue, NW  
Suite 650  
Washington, DC 20005

**New:** To have someone else pay by credit card, copy the invoice URL from the address bar and provide this direct link to your finance/payment department. This direct link should not require them to login.

Your department can use the provided invoice link to select **Pay Invoice** at the bottom to proceed with payment via a department credit card/P card.

<b>Total Amount</b>	<b>\$488.50</b>
<b>Amount Paid</b>	<b>-\$0.00</b>
<b>Amount Due</b>	<b>\$488.50</b>

**NOTES**  
If you have any questions regarding your invoice please contact APPAM at [info@appam.org](mailto:info@appam.org).

If you have any issues with registration and/or payment questions, please contact [registration@appam.org](mailto:registration@appam.org) for assistance.