

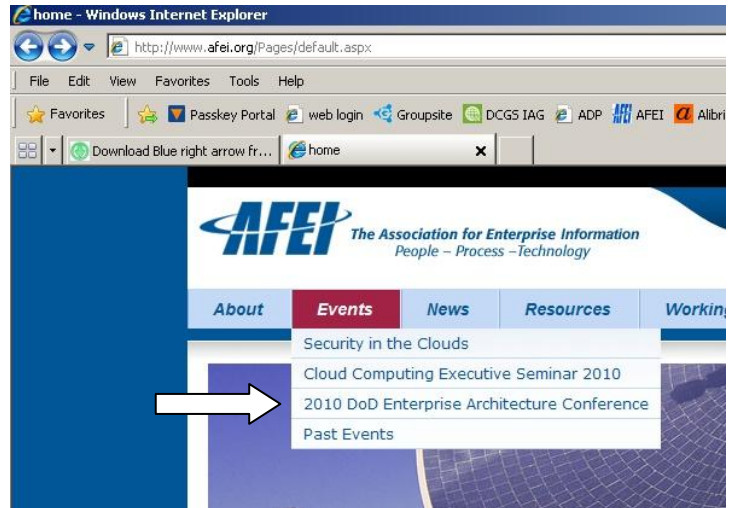


HOW TO REGISTER FOR AN AFEI EVENT ON-LINE

When you are registering for an AFEI event on-line first begin by navigating to the event brochure page on the AFEI web site (www.afei.org) by going to **Events** and following the link on the pull-down menu.

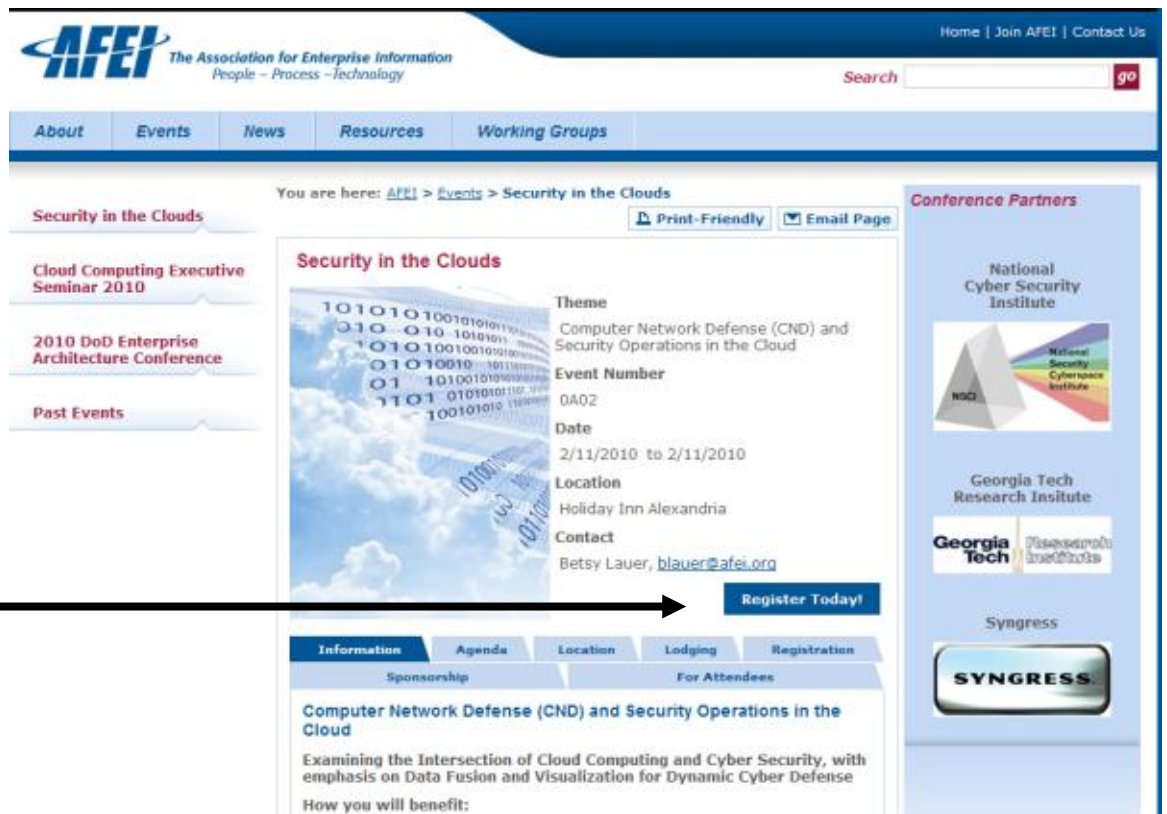
You may also find yourself at the event brochure page by following links in e-mails or other communications. Each event has a unique code (e.g. 0A05) that is used in identifying the event to the on-line registration system.

On the event brochure page follow the Register Now link. This will take you to the NDIA Customer Portal.



AFEI HOME PAGE

AFEI EVENT BROCHURE PAGE





WHY ARE YOU BEING SENT TO THE NDIA CUSTOMER PORTAL?

AFEI is an affiliate (subsidiary) of NDIA and as such uses the NDIA on-line registration system. In addition to AFEI NDIA has several other affiliates including National Training and Simulation Association (NTSA), Precision Strike Association (PSA) and Women in Defense (WID). If you have ever attended an AFEI, NDIA, NTSA, PSA or WID event, or joined one of these associations in the past few years, you will have created an on-line account with us. You will have received an NDIA Customer ID number that you can use to register for events or manage your memberships as well as elected a password.

For returning customers first enter your e-mail Address or Customer ID and Password and Log In to the Customer Portal..

For new customers of NDIA/AFEI/PSA/NTSA/WID go to the Create New Account button and follow the process to create an account. You only need to do this once.

PLEASE NOTE: Creating an account DOES NOT automatically register you for the event you wish to attend. You will need to then register for the event after your account is created.

The screenshot shows the NDIA Customer Portal login page. At the top right, there is a 'Sign In' link and navigation links for 'Home | About Us | Contact Us | Join NDIA'. A search bar is located below the navigation. The NDIA logo and tagline 'Promoting National Security Since 1919' are on the left. A horizontal menu contains 'MEETINGS & EVENTS', 'ADVOCACY', 'DIVISIONS', 'MEMBERSHIP & CHAPTERS', and 'RESOURCES'. Below this is a 'Login' section with two options: 'New to NDIA and its affiliates?' and 'Already have an account?'. The 'New to NDIA...' section includes a 'Create New Account >' button, which is pointed to by an arrow from a box labeled 'NEW USERS'. The 'Already have an account?' section includes fields for 'E-mail Address / Customer ID' and 'Password', a 'Login' button, and a 'Forgot your password?' link. An arrow from a box labeled 'RETURNING USERS' points to the 'Login' button. Below the login section is an 'Affiliate Associations' section with logos for AFEI, NTSA, PSA, and WID. The footer contains copyright information for 2010 NDIA and links for 'Privacy Statement', 'Directions to NDIA', and 'Web Sponsorship Opportunities'.



If you have accessed the Customer Portal from the AFEI Event Brochure Page and then logged into the system you will see the following screen. Once you select Registrant Type you will see a menu of applicable fees. Please note that our policy is to extend Government rates only to Government employees, not to contractors of any type supporting the Government. Make your selection and enter payment information, then submit using the Register Now button found at the bottom of the screen.

Registrant Type is required to see event fees. Fields in bold are required. To edit your contact information, please click here to edit your profile.

registrant information

OA05 - DoD Enterprise Architecture Conference

start date: 05/10/2010 end date: 05/14/2010

registrant and badge information

<p>name: Mr. Dave Chesebrough organization: address lines: 2111 Wilson Boulevard Suite 400 city/state/zip: Arlington, VA 22201-3001 country/prov: UNITED STATES</p> <p>Edit Your Profile</p>	<p>registrant type: <input type="text" value="Industry"/></p> <p>first name as it should appear on badge: <input type="text"/></p> <p>how did you hear about this event? <input type="text"/></p> <p>phone: (703)247-2597 email: dchesebrough@afei.org</p>
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event fees

Product	Price	Member Type	Category	Currency
<input type="checkbox"/> OA05 - Guests attending the Alamo Tour Only - No Event Registration	0.00	[Any]		
<input type="checkbox"/> OA05 - Industry/Individual Non-Member - Early Registration	850.00	[Any]		

sessions

Product	Price	Capacity	Available	Starts	Ends	Comments	Currency
<input type="checkbox"/> OA05 - Wednesday Night Alamo Tour Session	10.00	200	198	05/12/2010 6:00PM	05/12/2010 7:00PM	available	
<input type="checkbox"/> OA05 - Thursday Night Alamo Tour Session	10.00	200	200	05/13/2010 6:00PM	05/13/2010 7:00PM	available	

If you are not currently a member of NDIA, Industry registration rates may include a one year, non-refundable, NDIA membership with \$15 of your registration fee applied to a subscription to National Defense magazine.

[recalculate](#) \$0.00

payment information

payment method:

cc number (no dashes or spaces):

expiration date:

cardholder's name:

Credit Card or Government-issued Purchase Orders only. If you wish to pay via another method, please contact our Association Services Center at (703) 522-1820 or e-mail webasc@ndia.org.



Delete this box or enter quote or tagline here.

Once you have submitted your registration and clicked on the “Confirm” button your registration will be processed and you will receive an automatically generated e-mail from the registration system confirming your registration. If you do not receive this e-mail please contact AFEI for assistance.

PLEASE make sure you check your account information for accuracy (i.e.: spelling of name, address, company name, e-mail address, phone number, etc) before submitting your registration.

IMPORTANT: If you do not get a registration confirmation after registering online, the process may not have worked, please call or e-mail Betsy Lauer to verify registration at 703-247-9473 | blauer@afei.org.

INSERT TEXT OR LOGO HERE.

www.website.com