



AIHce2011

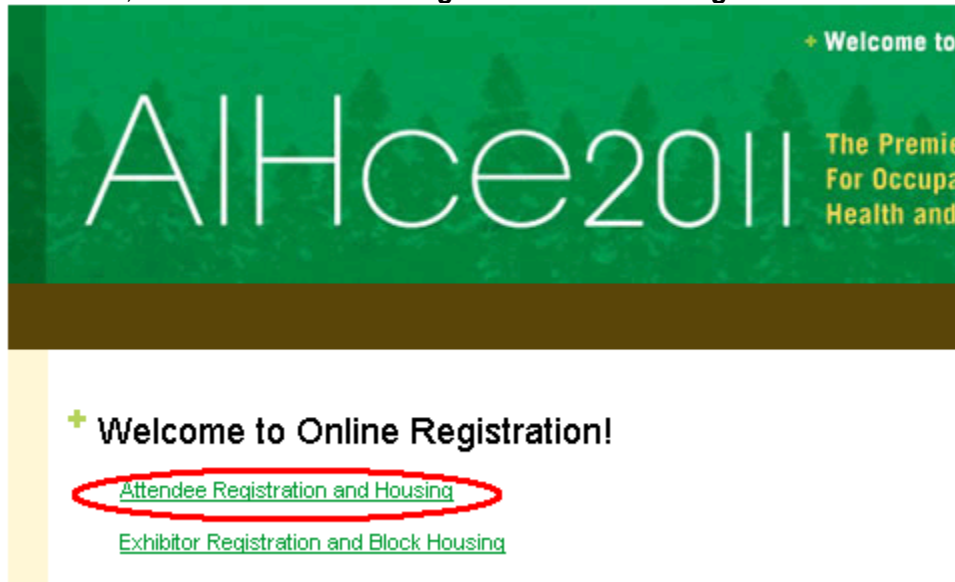
The Premier Conference and Exposition
For Occupational and Environmental
Health and Safety Professionals

PORTLAND, OR
MAY 14-19, 2011

Organizational Members **Online Registration Instructions**

Organizational Membership AIHce Registration Instructions

1. To register, go to www.aihce2011.org and click on the “Register Now” button.
2. On the **Welcome** screen, click on the **Attendee Registration and Housing** link.



3. On the **Login** screen, under “Not Yet Registered?” section

Click **Continue** - *If you are **NOT** a government employee.*

-or-

Click **Continue as a Government Employee** - *If you are a federal, state or local government employee.*

+ Welcome to
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Health and Safety

PROGRESS:

+ Login

* This symbol indicates a required field.

Not Yet Registered?

If you are **not** a government employee, click Continue.

[Continue](#)

If you are a federal, state or local government employee, click Continue as a Government Employee.

[Continue as Government Employee](#)

Completing or E...

Please enter your e-
Continue.

E-mail Address:

Password:

Forgot your
password?

4. **Member Search** Screen –
Complete **option** 1 or 2 (if you are a member)
-or-
click on the “**Nonmember Registration**” button

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PROGRESS:

+ Member Search

Members: Enter your membership information below.

Option 1

Member Number: *

Option 2

Last Name: *

Zip Code: *

Not a Member?

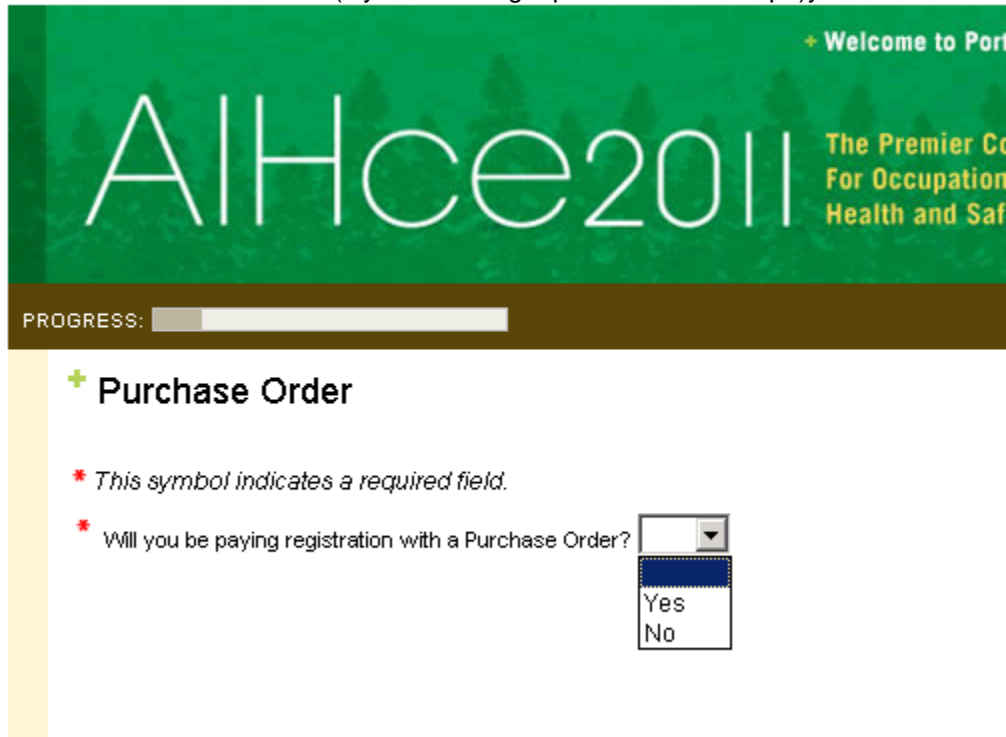
To register as a nonmember, please click the button below.

If you clicked the **NON government employee** link on the **Login Screen**
Go to step #7

If you clicked the **GOVERNMENT employee** link on the **Login Screen**
Continue and complete all steps

5. Purchase Order screen

Click the dropdown menu and select “Yes” (if you are using a purchase order to pay) or “No” if not.



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PROGRESS:

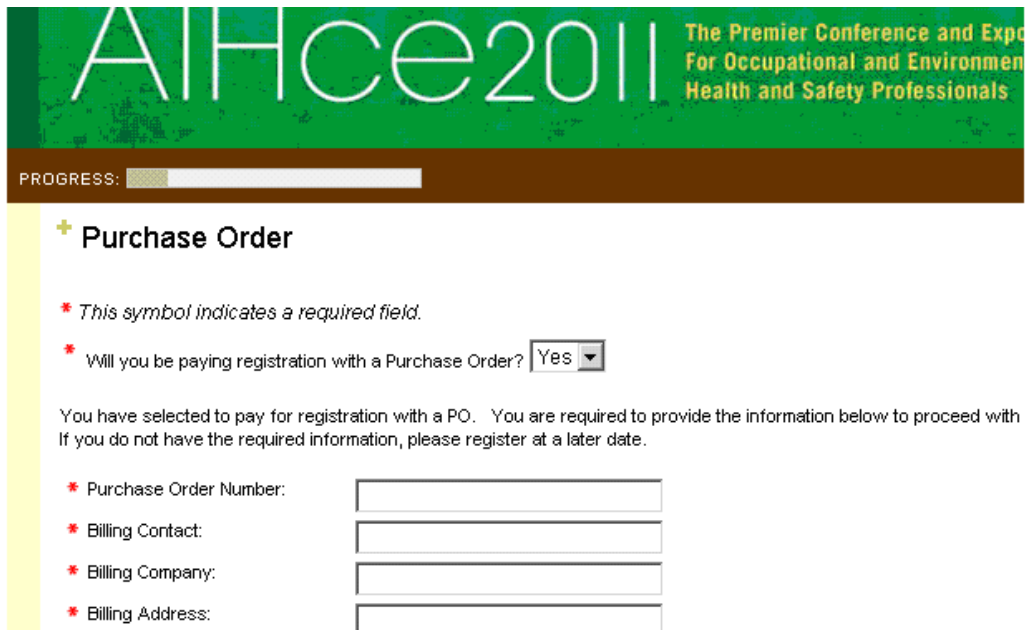
+ Purchase Order

* This symbol indicates a required field.

* Will you be paying registration with a Purchase Order?

- Yes
- No

6. If “YES” is selected, complete all required fields on the **Purchase Order** information screen.



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PROGRESS:

+ Purchase Order

* This symbol indicates a required field.

* Will you be paying registration with a Purchase Order?

You have selected to pay for registration with a PO. You are required to provide the information below to proceed with registration. If you do not have the required information, please register at a later date.

- * Purchase Order Number:
- * Billing Contact:
- * Billing Company:
- * Billing Address:

7. Complete the **Profile** screen -

Enter your "**Organizational Member Promo Code.**" The promo code is your organizational account number followed by a hyphen (-) and your membership level.

i.e. 123456-1 (for level 1) or 123456-2 (for level 2).

Level 1 Organizations: May send one individual to AIHce at the member rate.

Level 2 Organizations: May send one individual to AIHce on a complimentary basis and one individual may attend at the member rate. **Level 2 promo codes must be used in this order – complimentary followed by discount.**

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PROGRESS: [Progress Bar]

+ Profile

* This symbol indicates a required field.

Please complete the following fields and click Next.

Organizational Member Promo Code: [Text Box]

First Name: * [Text Box]

Middle Initial: [Text Box]

Last Name: * [Text Box]

Degree:

MS MPH

ScD DrPH

PhD Other

Degree [Text Box]

PLEASE NOTE:

For all individuals registering for AIHce using an organizational coupon, courses and other optional events must be purchased at the applicable member/nonmember rate.

If you are a nonmember using an organizational coupon, your AIHce registration category remains a nonmember but will show the **member rate** or will be provided **complimentary**, determined by your promo code.

8. Click **Next** to complete the registration process