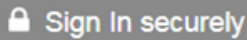


ONLINE REGISTRATION INSTRUCTIONS

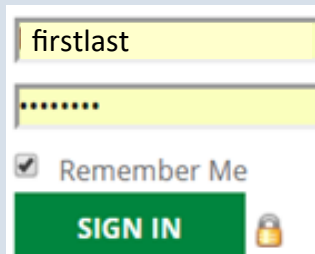
To register online, login to the CFIC member portal at www.cficweb.org. Please reference the email sent on April 16th, with the subject field “**Register Now for the CFIC 2021 Convention!**” for your unique login credentials.



Click “**Member Login**” (top right)



Sign In (Right side; middle of page)



Login with your username
(First and last name; no spaces; all lowercase)

Enter your password

If you do not know your password, click “**forgot your password**”
Please do **not** register additional company reps under your login credentials.



Scroll down to “**Calendar**” (right side bar)
Click the link for **CFIC 2021 Convention**



Scroll towards the bottom and click “**Register**” in the green bar

Fill in all fields. On the payment page enter your promo code if applicable and enter payment information. You will receive a registration confirmation/receipt via email.

REMINDERS

- For the early bird rate to be honored, payment must be received in full by Friday, May 21, 2021.
- Group registration is not available.
- Your login credentials should not be shared nor should an assistant or guest register on your behalf.
- All guests must be registered.
- Guests ages 18 and over must read and sign a waiver of liability and code of conduct at the convention registration desk.
- Family Fun Night will have limited activities for children.
- There is no group childcare available on Tuesday evening.

If you have any questions or need additional assistance, please contact Lindsey Kueffner at lindseyk@cficweb.org or call (919) 832-0811.