

## How To Register Online for a WVHCA Event.

### **Step 1: Creating an Employee Specific Online Account** (you will only have to do this once)

1. Open your web browser and type in <http://www.wvhca.org>
2. Click on My Events at the top of the screen.
3. Click on New User in the very middle of the screen.
4. Fill in the My Profile Form
  - a. Fill in the required fields, including Name, Organization, Address, Phone, Fax, and Email Address.
  - b. To fill in the Organization field, scroll down to find your Facility, and click it. If you are not on the list, please call WVHCA at 304-346-4575
  - c. **Important!!!** – You must have a unique email address to use the online registration process. It can be a business OR personal email address. If you do not have a unique email address, you can set one up for free at <http://www.hotmail.com>, <http://mail.yahoo.com> or <http://www.gmail.com>
  - d. Enter your License type, and License #. You may enter up to 4 different License types.
  - e. Fill in the password you want to use twice, as well as a challenge question and answer. (please keep track of your password, it will be required for online registration.)
  - f. Click Save Profile

### **Step 2: Registering for an Event**

1. Go back to the homepage by clicking on the WVHCA Logo on the top left corner.
2. Click on the Event you want to register to on the left side under Upcoming Events.
3. Click on the Register Online button on the left side.
4. If you are not already logged on, enter your email address and password to go to the Event Registration page.
  - a. If you have forgotten your password, click on “Forgot my password”
    - i. It will ask you for your login id (your email address), and it will email you your password.
5. Fill in the Event Registration page.
  - a. Check the prefilled info - your name, address facility etc - is accurate.
  - b. Fill in any additional information or questions on the form.
  - c. To pay by Credit Card, click on credit card and fill in your information.
  - d. To bill your facility, click “Bill my Facility”.
  - e. Click submit my registration.
6. You should receive an email confirming that you are registered for the event.