eTouches Registration Guide

The information below provides a tutorial to assist with registering for IIA events, including using credit or debit cards and for modifying your registration. Modifying an existing registration allows the registrant to change payment methods (e.g. registrant decides to pay with credit or debit card instead of by check).

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Paying for IIA Programs via Credit or Debit Card

Step 1: Complete all registration steps within the eTouches registration software as appropriate –

Step 2: Select the PayPal option on the payment screen after verifying your registration details. This will redirect you to the PayPal interface where you can select “Pay with credit or debit card”. See examples below:

Address information will auto populate from registration information – please verify this is your billing address.

Click to continue...
Step 3: Choose to pay via PayPal OR via credit or debit card after being redirected –

https://www.paypal.com/us/cgi-bin/webscr?cmd=_flow&SESSION=eyJbCnEdFXN29mGy7yApI8ksspT5Dnzpl_1uumjikUKw1Hlbb_Hmtrmspl.Re&disq
Step 4: Complete transaction via credit or debit card.
Modifying your Registration and Changing Payment Methods

Step 1: Click "Modify Registration" and have your registration confirmation number available –

Ethics and Accounting Update
10/14/2015 11:30 am - 5:00 pm

Event Details
10/14/2015 11:30 am - 5:00 pm
3400 Monroe Ave
Rochester, NY 14618
4.0 CPE Hours

Step 2: Enter the email address that you used to register and your confirmation number –

Ethics and Accounting Update
10/14/2015 11:30 am - 5:00 pm

Event Details
10/14/2015 11:30 am - 5:00 pm
3400 Monroe Ave
Rochester, NY 14618
4.0 CPE Hours

Email Address: david.hansen@freedmaxick.com
Last Name: Hansen

Continue
Step 3: Continue through registration screens until reach the payment page. Select the desired payment option and follow the instructions above –

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/29/2015</td>
<td></td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**Method of Payment**

- Check
- PayPal

Select the PayPal box if you are paying by Credit Card, Debit Card or PayPal account.

To complete payment using PayPal:

1. Provide your billing details below
2. Select 'Make Payment'
3. Complete payment by selecting the PayPal button on the next page.

If payment is not completed using PayPal, your payment will be collected via cash or check upon check-in at the chapter event.

Thank you.
IIA Rochester Chapter

Registration Policies:

Canceling your registration or registration without attendance:
If you registered for an event and wish to cancel please contact us at your earliest convenience. Cancelations received less than 48 hours in advance will be reviewed and considered, but a refund will not be guaranteed.

Registrants that pay but do not attend or notify us for possible attendance at a future event will forfeit their payment.

Registration via payment by check and not attending event:
Registrants that indicate payment by are expected to make payment at or before event registration. Any participants that indicate they will pay by check and then don’t show for an event will be contacted. To accurately plan an event we need a headcount of attendees prior to the event occurring for coordination with the venue, which routinely includes a per-person fee for a meal. By not showing up we incur the cost of your attendance with the venue and therefore advanced notification is needed as soon as possible to avoid potential issues.

Registrations via PayPal interface but payment not complete:
Registrants that proceed to pay via the PayPal interface are recorded within our registration software as having funds due. These registrants will be notified that payment is not complete OR their registrations will be canceled prior to the event. Failure to respond to any follow up attempts for payment will result in registration cancelation.