

Online Registration Instructions

www.acec-co.org | 800 Grant St., Ste. 100 ♦ Denver, CO 80203-2944 | 303.832.2200 phone | 303.832.0400 fax

1. [Click here](#) and enter your individual or firm login information. (Or, [click here](#) to retrieve your *personal* login information. If you need to register multiple employees at your firm, please call the ACEC Colorado office to request your firm's login information.) If you have never had an online account, please [click here](#), scroll down and complete the form to create a new account, which is required for access to the registration site.)

2. From the Meeting Registrations window, click "Register for this meeting" next to desired event:

Training for Colorado Transportation & Environmental Professionals Mar. 9: 11:00 AM - 6:30 PM; Mar. 10: 7:00 AM - 2:00 PM	Embassy Suites Denver Downtown 1420 Stout St.	3/9/2015 - 3/10/2015	Register for this meeting
March General Meeting: Bonus HR Forum and Mergers & Acquisitions 3:00 PM - 6:30 PM (Happy Hour)	Merrick & Company 5970 Greenwood Plaza Blvd.	3/17/2015	Register for this meeting

3. Review the populated information and complete any required (*) fields.

Title:	<input type="text"/>
Phone #:	<input type="text"/> * (###-###-####) for U.S. numbers
Email:	<input type="text"/> *
Organization 1:	<input type="text"/> *
Organization 2:	<input type="text"/>
Address 1:	<input type="text"/> *
Address 2:	<input type="text"/>
City / State / Zip:	<input type="text"/> * -- no selection -- <input type="text"/> *
Country:	United States <input type="text"/>
Type:	Business <input type="text"/>

4. Fill in "Registration Type" box.

Registration Type:	<input type="text"/> -- no selection -- <input type="text"/> * View Type Information
Registration Fee:	<input type="text"/>

5. Register a companion or spouse if applicable. Answer other questions below.

Register A Companion or Spouse:	<input type="text"/> No <input type="text"/>
Is this your first meeting?	<input type="radio"/> Yes <input type="radio"/> No
If you or an accompanying person require special accommodations to fully participate, please describe your needs:	
<input type="text"/>	

7. Scroll to bottom and click "Continue Registration" button.



8. On the next page, choose payment method from the dropdown menu. (NOTE: Any non-member must pay using a credit card; however, an employee of a member firm may select "Pay Later" to bill that firm.)

Payment Method	<input type="text"/> Credit Card <input type="text"/>
Name on Card	<input type="text"/> Credit Card <input type="text"/>
Address	<input type="text"/> Pay Later <input type="text"/>

9. Scroll to bottom and click "Submit Payment" button.



10. Within two (2) hours of successfully submitting your registration, you will receive a confirmation email from julieann@acec-co.org. (Please call the ACEC Colorado office at 303.832.2200, if you do not receive the aforementioned code and email.)