INSTRUCTION FOR ONLINE-REGISTRATION
FOR THE XXX BPW INTERNATIONAL GENERAL ASSEMBLY

1. Go to Online Registration page at

2. Click login to go to login page

3. If you are registering for Virtual General Assembly for the first time, click "Don't have an account"

4. Setting up an account.
   - Both your username and password should contain NO blank.
   - Both your user name and password are case-sensitive. Suggest that you use all lower case, so that when you login, you will not easily mistype your user name or password.
   - Your e-mail address must be your unique personal e-mail.
   - Click I am not a Robot
   - Click Register
4 Activate your account

- An e-mail with subject "Account Details for your name at BPW International" which contains the activation link will be sent to the personal e-mail you specified.
- If this email does not arrive within 10 minutes, check your SPAM folder.
- Please click the activation link only ONCE.
- After that, your account will be set.
- You can return to the Online registration link above and use the username and password that you set to login and register accordingly.

5. Return to log in page.

6. Use the user name and password that you set up to log in.

Make sure that there are no blank and both user name and password are exactly as you set it up (remember that they are case-sensitive).

7. Click “Register” button
8. Fill in the form

9. Choose if you want to register as
   - Delegates
   - Alternate Delegates
   - Observers

10. Payment
   - Agree to Terms and Conditions
   - Click I’m not a robot
   - Click “Process registration”

The system will direct you to the page to process credit card payment.