



Event Instructions – How to Pay You Invoice

From the registration site summary page (which can be found under the specific event under the link item called REGISTER, on the conference page at www.icpainc.org). From the top and scrolling down, you will see the Event Title, a brief summary and a section called “DETAILS.” At the top of this section is a sentence asking, “Already registered and need to retrieve modify registration information?”

On this next page, enter your email address and the confirmation number that can be found in your confirmation email.

As you can see, if you have lost your confirmation email, you can easily retrieve all your information through email. If you do have your confirmation number, you can enter the information and click “ok” on the bottom right.

You will then be navigated to a page where you can pay your invoice.



Once you click on the “submit payment” button, you will see that you can now enter payment information.

