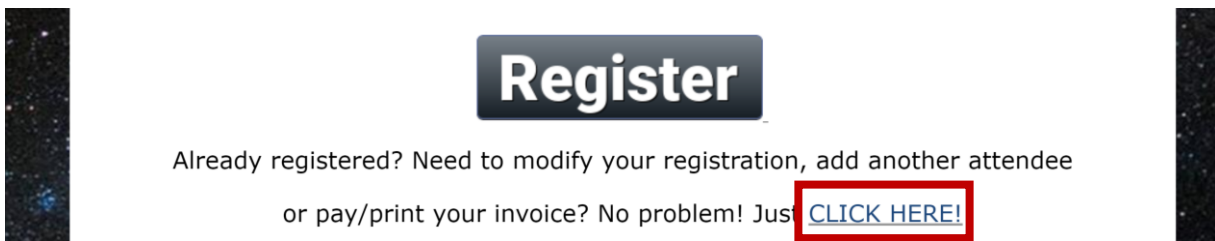


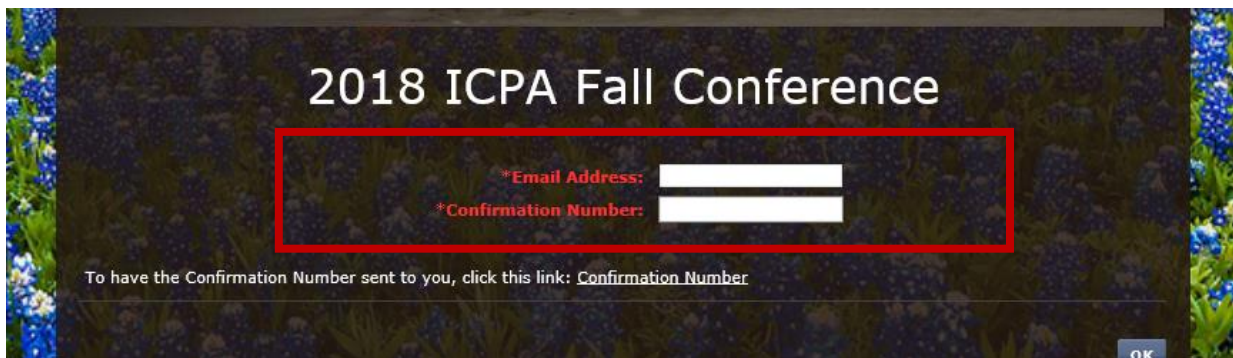


## Event Instructions – How to Substitute Your Registration

From the registration site summary page of the event you are registered for (which can be found on the conference page at [www.icpainc.org](http://www.icpainc.org)), you will open your registration information page by scrolling to the bottom of the page and clicking the link called “CLICK HERE” under the heading, “Already registered and need to retrieve information or modify registration?”



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 modify your registration, unregister, substitute registration (under “more options”) and print the invoice or agenda from the “print options” drop-down tab.



Once you click on the “more options” button, you will see that you can edit the registrants information to substitute new attendee. Click “next” to walk through the rest of the process.



2018 ICPA Fall Conference

Enter the personal information of the new registrant.

**NEW REGISTRANT INFORMATION**

\*First Name

\*Last Name

\*Email Address

CANCEL NEXT ▶

The screenshot shows a registration form for the 2018 ICPA Fall Conference. The form is titled "2018 ICPA Fall Conference" and asks for the personal information of a new registrant. It features a section titled "NEW REGISTRANT INFORMATION" with three input fields for "First Name", "Last Name", and "Email Address", each preceded by an asterisk indicating a required field. At the bottom right, there are two buttons: "CANCEL" and "NEXT ▶". The form is set against a background of blue flowers.