PROFESSIONAL TAX INSTITUTE

Online Group Registration Instructions

1) When on the initial event registration screen, select **"Group Registration - More than one"** in the "Select How You Are Registering" section.

2) Enter your email address and click **continue.**

3) You will be taken to a registration screen where you will fill in the contact information and select the session desired for the <u>first attendee</u> you wish to register. When you have filled in the first attendee's information and selected a session, click **"Complete This Registration"** very bottom of the screen. You will be taken to a confirmation page that lists the attendees you have registered so far. Their names will be added on this group page as you register them.

   This is your "Group Leader" page where you can register more attendees and also edit the information for the attendees you have already registered.

   To register more attendees, click the **"Add New Registrant"** button at the top of the Group page. As you continue to register attendees and click "Complete this Registration," the group page will update with anyone new you have registered.

4) When you are ready to pay for the group of registrants, click **"Pay For Group."** You will be asked to select the method of payment (MOP) for each registrant via a dropdown menu next to the registrant's name. This is to allow flexibility on how our event attendees pay for the event. Click **"Continue."**

5) If you are paying online, you will be redirected to PTI's secure PayPal page. You can pay with your organization's PayPal account, or simply pay with a debit or credit card. You do **not** need a PayPal account to pay online.

   Please contact us with any additional questions!