

## HOW TO REGISTER ONLINE

1. Go to [www.apqc.org](http://www.apqc.org) or [www.apqc.org/register](http://www.apqc.org/register).
2. Type out your corporate email and check the “I’m not a robot” box. When finished click **submit**.

3. Once you’ve submitted your registration, a thank you screen will appear and ask that you check your email and validate your **corporate email address**.

contact us.'"/>

4. A confirmation will be sent to the corporate email address you provided. Click on the link and proceed to log in to the system.

----- Forwarded message -----  
 From: APQC <[apqcinfo@apqc.org](mailto:apqcinfo@apqc.org)>  
 Date: Fri, Jan 10, 2020 at 3:04 PM  
 Subject: Account details for APQC  
 To:

Hello and welcome to APQC! Activate your registration by clicking on the link below. If you are not able to click on the link, please copy and paste it into your Web browser.

[https://www.apqc.org/user/register/validate/1578690293/1x5JF0HM\\_eps9W9D5Wz41C-pxv4](https://www.apqc.org/user/register/validate/1578690293/1x5JF0HM_eps9W9D5Wz41C-pxv4)

5. After you validate your email, you'll be asked to complete your profile by filling out the following form.

The screenshot shows a registration form titled "Your email is validated!". Below the title, it says "Next, complete your profile to finish registration. All fields are required." The form contains the following fields: "First Name\*", "Last Name\*", "Company\*", "Phone\*", "Role" (a dropdown menu with "Select" as the current selection), "Industry\*" (a dropdown menu with "Select" as the current selection), "Area of Interest\*" (a dropdown menu with "Select" as the current selection), "Username\*", "Password\*", and "Confirm Password\*". At the bottom of the form, there is a checkbox labeled "I accept APQC's Terms and Conditions" and a blue "SUBMIT" button.

6. Fill out the form, and then hit submit. If you reach this screen, it means you have successfully completed your registration.

The screenshot shows a success message: "You're Registered!". Below this, it says "Thank you for registering with APQC. To learn more about what APQC has to offer and to get started quickly, please take a moment to review the following:". There are two sections: "Looking to benchmark?" with a link to "Resource Library" and "Find an upcoming event" with a link to "events calendar".

## ACCESSING YOUR PROFILE

After you have registered for the website and logged in, you can access your account information at any time by clicking your name in top right-hand corner of your screen.

The screenshot shows the APQC website header. On the left is the APQC logo. On the right, it says "Hello, Amanda LOG OUT" followed by a search icon, a "TOOLS" button with a gear icon, and a "Menu" button with a hamburger icon.