

LCMS PSD Online Registration

How to Create a Username and Password

How to set up a username and password for future in and out access

<https://arrowheadconferencesandevents.regfox.com/inpec2023>

STEP ONE:

Here is an easy way to set up your login account.

After you register and have the confirmation sent to you, go to the email confirmation and you will see on the confirmation *“Would you like to create an account.”* Selecting *“Set Up Account Now”* will prompt you to claim your account and set up a password for easy in and out access to your registration.

Would you like to create an account?

Creating an account allows you to manage your history and make changes to your information. You can always do this later.

[SET UP ACCOUNT NOW](#)

When you click the invite, you'll see the option to claim your account.

Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

[Claim My Account](#)

View and Manage Your Information

Email Address

Password

[Forgot Password](#)

[Log In](#)

FOR THOSE PAYING BY CHECK

IT IS IMPORTANT TO USE THE EMAIL ADDRESS YOU USED IN THE Almost done where should we send the confirmation section when claiming your account that email address is what the site recognizes for in and out access.

Almost done. Where should we send the confirmation?

Name *

Email *

Confirm Email *

SUBMIT





FOR THOSE PAYING WITH CREDIT CARD

IT IS IMPORTANT TO USE THE EMAIL ADDRESS YOU USED IN THE BILLING SECTION when claiming your account. That email address is what the site recognizes for in and out access.

Billing Information

Name *

Payment Method Credit Card Check

Card Number *    

Expiration Date *

Country *

Address *

City, State and ZIP Code *

Email *

Confirm Email *

Mobile Phone Number *

Once you claim your account and set up your login, you will be able to come in and out of your registration record(s) and make edits.

Should you forget your password you can create a new one by going back to the registration site and selecting login at the top of the page.



Then do the following.

1. Select "Reset Password" as circled below.

A screenshot of a login form titled "Login" in a light gray header bar with a close button (X) on the right. Below the title is the instruction "Enter email and password below to login." There are two input fields: "Email Address" and "Password". Below the fields are three radio buttons: "Stay on This Page" (selected), "Go to Account Center", and "Reset Password" (circled in red). A green "Login" button is centered below the radio buttons.

4. Follow all prompts to set up a new password.

Two side-by-side account recovery options. The left option is titled "Claim your account" and is crossed out with a large red X. It includes the text "If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password." and a green "Claim My Account" button. The right option is titled "Recover Password" and is circled in red. It includes the text "We'll email you a link to reset your password." and a form with an "Email Address" input field and a green "Send Link" button. Below the form is a "Back to Login" link.