How to: Register for a Paper-based exam

Revised 7 July 2021
Table of Contents

• Registering with existing account
• Registering with Account Creation
• Registering through Profile Home Page
If you are current INCOSE member or have an existing INCOSE account...

1. Login to www.incose.org
2. Click on “Welcome, [Your Name],” and then select Profile Home.
3. Skip to Step 7 on slide 7.
If you are not a member or do not have an existing INCOSE account…


2. Click on the link for the exam you would like to register for.

*If you already have an INCOSE account, please login before using link*

Register and attend one of the following events:

<table>
<thead>
<tr>
<th>Event Date/Time</th>
<th>Name</th>
<th>Location</th>
<th>Registration Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 September 2019 at 10:00 AM PST</td>
<td>INCOSE Western States Regional Conference 2019</td>
<td>Loyola Marymount University, Seaver Hall, 1 LMU Drive Los Angeles, CA 90045 US</td>
<td><a href="https://incose.ps.membersuite.com/events/ViewEvent.aspx?contextId=9725473f-0078-c88c-32b8-0b3ffca8d088">https://incose.ps.membersuite.com/events/ViewEvent.aspx?contextId=9725473f-0078-c88c-32b8-0b3ffca8d088</a></td>
</tr>
</tbody>
</table>

3. Click on “Register for this Event.”
4. Enter information and then click continue.

5. If there is a potential match, you will receive the message below. If the account does not belong to you, click “New Account.”
6. Fill out all required fields, marked with a red asterisk. Click Next. Your account has now been created and you will be directed back to your Profile Home Page.
7. Click on the hyperlink for the exam you wish to register for.

8. Click on “Register for this Event.”
9. Answer questions about your eligibility for extra time on the exam, and click “Continue.”
10. Enter billing information or Code and click “Continue.”

**Enter Billing Information**

Amount Due: $30.00

**How would you like to pay?**

*Use Your Saved Payment Options*
Currently, you have no saved payment methods. When you check out, you can save your payment method so you do not have to re-enter it again.

*All sales are final. Payment is in US Dollars.*

*Pay With a New Credit/Debit Card*
We accept American Express, Visa, MasterCard, and Discover

**Apply Discount/Promo Code**

Apply discount/promo code:

Code: [ ] [ ] Apply Code

Continue or Cancel Your Order

11. Review the order and click “Place Order.”
You are now registered for the event.

• You should receive a confirmation email shortly after click on “Place Order.”

• If you need to cancel, please send an email to info@incose.org.

• If you need to review the exam information, login to INCOSE.org and go to your Profile homepage, then click on “View My Event Registrations.”