



**Sponsor Registration Instructions
When All Company Attendees are Registered
at the Same Time**

Go to the AIFA web site – www.aifa-insurance.com.
Click Registration under the orange AIFA Conference 2023 tab.
Click the orange Register button at the bottom of the 2023 Conference Registration Page.
Click the orange Register Now button at the top or bottom of the Summary Page.
Enter the required Registrant Information and select Sponsor from the drop-down menu.
Follow the prompts.
When you get to the Registration Summary page, click the REGISTER ANOTHER button.
Click on Sponsorship Complimentary.
Click Next.
Enter the required Registrant Information.
Follow the prompts.
When all registrations have been completed, click the Next button.
Follow the prompts.

**Sponsor Registration Instructions
When Company Attendees are Not Registered
at the Same Time**

First registrant will enter the required Registrant Information and select Sponsor from the drop-down menu.
Follow the prompts.

The remaining registrants will need the name and email address of the first registrant then they will need to:

Go to the AIFA web site – www.aifa-insurance.com.
Click Registration under the orange AIFA Conference 2023 tab.
Click the orange Register button at the bottom of the 2023 Conference Registration Page.
At the top of the Summary Page click ALREADY REGISTERED.
Enter **first registrants name and email address**.
A verification code will be sent to the first registrant via email and text to mobile number on record.
Enter the verification code and click Log In.
Click on Post Registration at the top of the page.
Click on Confirmation.
Scroll to the bottom of the page and click on ADD GROUP MEMBER.
Click on Sponsorship Complimentary.
Click Next.
Follow Prompts.
Continue to ADD GROUP MEMBERS or Log Out when finished adding registrants.