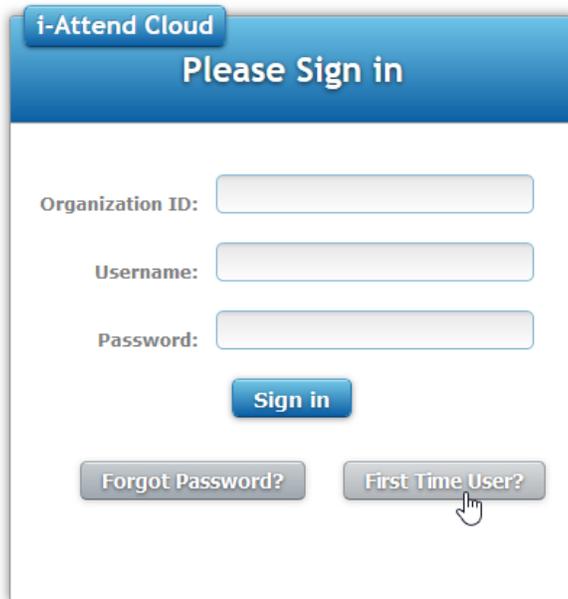


# i-Attend ATTENDEE PORTAL

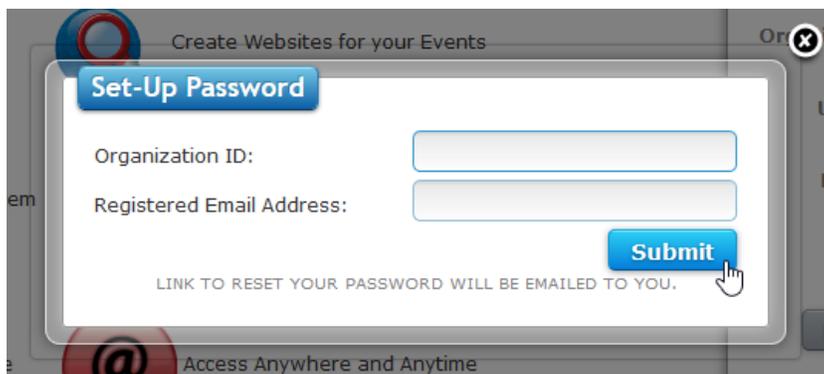
Attendees can login to their Attendee Portal by following the steps below:

1. Visit <https://cloud.i-attend.com>
2. For first time users, click on the First Time User button.



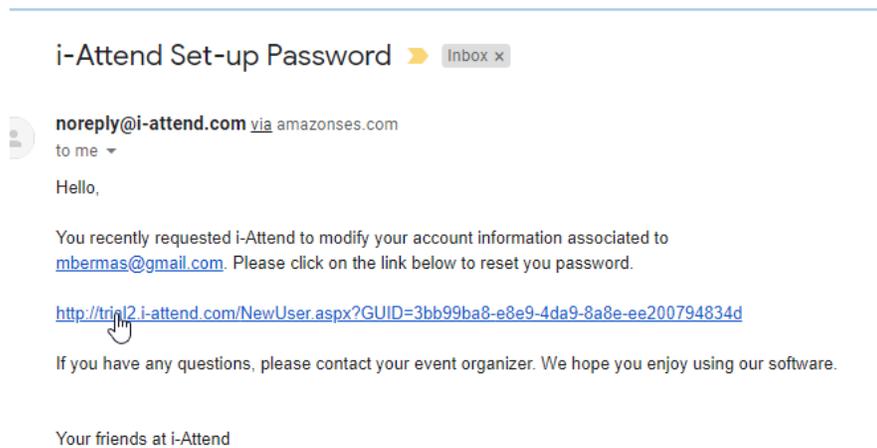
The image shows a web form titled "i-Attend Cloud Please Sign in". It features three input fields: "Organization ID:", "Username:", and "Password:". Below these fields is a blue "Sign in" button. At the bottom of the form, there are two buttons: "Forgot Password?" and "First Time User?". A mouse cursor is pointing at the "First Time User?" button.

3. Enter your Organization ID, Email Address registered in i-Attend and click on the Submit button.



The image shows a "Set-Up Password" form. It has two input fields: "Organization ID:" and "Registered Email Address:". Below these fields is a blue "Submit" button. A mouse cursor is pointing at the "Submit" button. Below the "Submit" button, there is a small text link: "LINK TO RESET YOUR PASSWORD WILL BE EMAILED TO YOU." The form is overlaid on a background that includes the text "Create Websites for your Events" and "Access Anywhere and Anytime".

4. You will receive an email containing instructions on how to reset your password. Click on the link provided in the email.



5. Enter your new password, confirm it and click on Assign me this password button. Click on the Login to i-Attend link or visit <https://cloud.i-attend.com/> and login using your Organization ID, Email Address as username and newly assigned password.

The screenshot shows a web form titled "Welcome to i-Attend Attendee Portal" and "New User". It contains two input fields: "Enter New Password:" and "Confirm password:". Below the fields is a blue button labeled "Assign me this password!". Underneath the button, there is a note: "PASSWORD NEEDS TO BE 6 - 10 CHARACTERS." At the bottom of the form, there is a blue link labeled "Login to i-Attend".



6. This is the Attendee Portal. You can view your Profile, Registered Events, Attended Events, Credit, if any, earned, Certificates and Evaluation.

The screenshot displays the Attendee Portal interface. On the left is a navigation sidebar with the following items: "My Profile" (selected), "Register to Events", "Registered Events", "Events Attended", "Credits Earned", and "Certificates". The main content area is titled "Attendee Profile" and contains a welcome message, a "Print Badge" button, a profile picture placeholder with an "Upload" button, and a form for personal information. The form fields are as follows:

First Name: *	Marlon	Last Name: *	Bermas	Company:	
Badge ID:	K0S3XNNU6ZLP	Email Address: *	mbermas@gmail.com	External ID:	
Address1:		Address2:		City:	
State:	Select a State	Zip Code:		Phone Number:	
Total Credits:	25.00				

Below the form is a "User Defined Fields" section with a large empty text area. At the bottom right of the form area are "Reset" and "Save" buttons.