



National Environmental Health Association



303-756-9090
720 S. Colorado Blvd., Suite 1000-N, Denver, CO 80246-1926
staff@neha.org

2022 Annual Educational Conference (AEC) & Exhibition Group Registration Guide

This document is designed to assist you with registering a group for the NEHA 2022 AEC & Exhibition. For additional information and answers to common questions, visit our [FAQ page](#).

Create a MyNEHA Account

To register a group for the AEC, you will need a [MyNEHA](#) account. A MyNEHA account is free to create and is required to register individuals for our conferences.

[You can begin creating your account here.](#)

Once you create your account, you must build your profile beginning with your name and basic contact information. Once you complete all required fields, you can proceed to the next step.

Link your MyNEHA account to an organization.

IMPORTANT: Your account must be linked to an organization in order to register a group for the AEC. You will not be able to register a group if you skip this step.

To link to an organization, start typing the name of the organization in the space provided and it will appear in a drop down menu if we already have it in our system. Click on it and select your role from the options in the drop down menu beneath the organization name section.

If your organization does not appear when you type it in, choose the “Add a New Organization” option. You will be asked to provide some basic information about your organization to link it your account.

IMPORTANT: If you choose “Skip This Step”, then you will not be able to register a group for the conference.

Create Account Organization Information Communication Preferences

Organization Information

Which employer, school, or organization do you belong to?

Your Organization

Enter Name*

Organization Role*

Add a New Organization

Skip This Step

Register

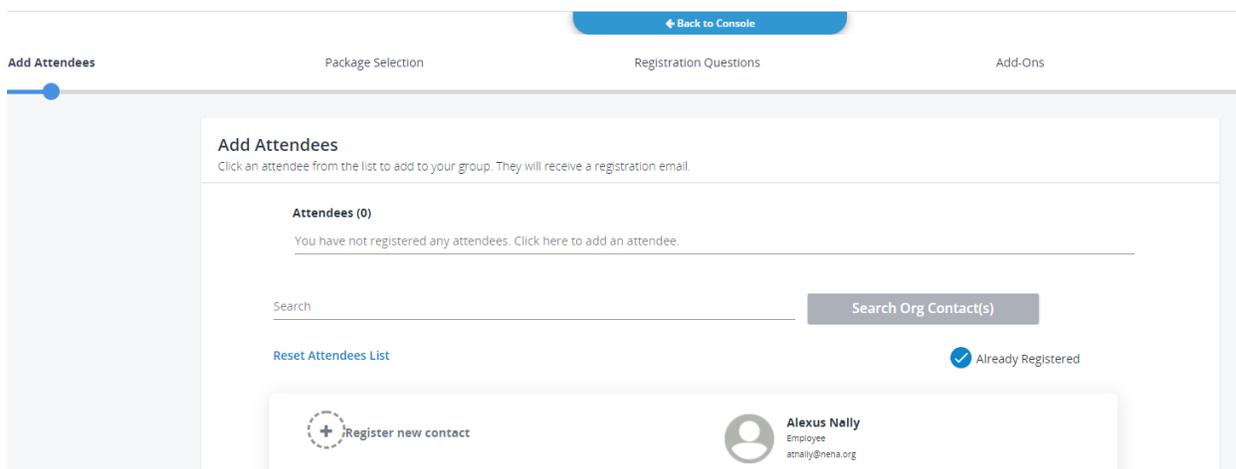
[Visit the AEC Registration Portal](#)

When you click “register”, you will receive a popup asking you if you are registering for yourself, or if you are registering for a group. Select the group option.

IMPORTANT: If this option does not appear, then your MyNEHA account is not linked to an organization. Please contact us to resolve this so you can continue.

Once you choose the group option, you will be asked to indicate who from your organization you are registering. If these people already have a MyNEHA profile that is linked with your organization, they will appear and you can just click on them to add them to your group.

If they a person does not appear on this page, click on the “Register New Contact” link. You will just need to add their name and email address to continue.



You will be asked which registration type you want for each individual in your group. Next, you will need to enter some basic information for each attendee in your group. Continue through the registration process until you are asked to check out.

IMPORTANT: The discount for registering 5 or more individuals in a group will not be reflected in your total until you begin the check out process.

On the checkout screen you can confirm billing address and how you wish to pay. You can enter your credit card information to pay for your order at this time, or select the “Pay Later” option to generate an invoice for your order. If you select this option, you can pay online in your MyNEHA account, or you can call our office to provide payment information over the phone.

Once you complete the checkout process, the person who completed registration will receive all confirmation emails. Individual attendees will receive further instructions and details regarding the AEC closer to the conference.