



## Registering for a NRMLA Conference Frequently Asked Questions

### **What is my first step?**

To register for any NRMLA conference, you must login to NRMLAOnline.org with a username and password. You can find the login link in the upper right corner of the home page.

If you don't know your password, click **Forgot Password**, on the login page and enter your email address, customer ID or username and then submit. If the system doesn't recognize your email address, then you may be using one that is different from what we have in our records, in which case, please contact Darryl Hicks, at [dhicks@dworbell.com](mailto:dhicks@dworbell.com).

### **I am trying to register a co-worker. What is the process?**

If you are registering on behalf of someone else, then you must login with that person's username and password. If you don't have that information, follow the instructions above or contact Darryl Hicks, at [dhicks@dworbell.com](mailto:dhicks@dworbell.com).

### **I Am Trying to Register a Co-Worker but the Person's Name Does Not Appear On the List of Employees to Choose From. What Do I Do?**

Please email the person's contact information (firm, street address, email, phone number) to Darryl Hicks, at [dhicks@dworbell.com](mailto:dhicks@dworbell.com) and we will create a record for him or her in our system. Once the record is created, you'll be able to register the co-worker.

### **I Registered Myself Already and Now I Want to Register One of My Co-Workers. What Do I Do?**

Once you are registered, you cannot log back in and register someone else. That person will have to login themselves and register separately, or if you know the person's User Name and Password you can register him or her.

**Are Substitutions Allowed?**

Yes, substitutions are allowed, but you will have to contact NRMLA staff to accommodate such requests. Please contact Darryl Hicks, at [dhicks@dworbell.com](mailto:dhicks@dworbell.com).

**I Don't Have a User Name and Password. What Do I Do?**

Please contact Darryl Hicks, at [dhicks@dworbell.com](mailto:dhicks@dworbell.com).