

General Registration Instructions

To register for a NRMLA event, you must have an account with NRMLAonline.org, so that you can login with your user name and password. Please contact Darryl Hicks, at dhicks@dworbell.com, if you are having trouble retrieving your username or password, or with any other questions.

Instructions For Existing Customers

1. Find the event's main page by hovering over the "Events" option in the top menu bar, selecting Upcoming Events, and selecting the correct event. It will take you to a page that looks like the one below. Click the "REGISTER NOW" orange button on the right side.

The screenshot shows a web browser window displaying the NRMLA website. The address bar shows the URL <https://www.nrmlaonline.org/event/2016-annual-meeting-expo-2>. The website has a dark blue navigation bar with the following menu items: Home, About NRMLA, Events, Industry Reference, News Coverage, Resources, Vendor Directory, and Publications. The user is logged in as "Howdy, Darryl Hicks".

The main content area features a breadcrumb trail: « All Events. The event title is "2016 Annual Meeting & Expo" with sub-tabs for Overview, Agenda, and Registration Fees. The event dates are "November 14 @ 9:00 am - November 16 @ 12:00 pm".

A promotional banner for the event shows the NRMLA logo and the text "Annual Meeting & Expo November 14-16, 2016 Chicago, IL Swissotel Chicago". Below the banner, the text reads: "Registration will soon open for the 2016 Annual Meeting & Expo, the largest annual gathering of reverse mortgage professionals. This meeting offers newcomers and industry veterans alike access to cutting-edge programming and high-level networking. Please carefully review the following information and feel free to submit questions to Darryl Hicks, Vice President of Communications, at dhicks@dworbell.com."

A section titled "Book Your Hotel Room" includes a small image of the Swissotel Chicago building. The text states: "NRMLA has reserved a block of rooms at the special discounted rate of \$239 per night. You can reserve your room [online](#) or call the hotel at 888-73 SWISS. When making your reservation please make sure to mention National Reverse Mortgage Lenders Association. **Note: Attendees must register for the conference within two weeks of booking a hotel room or the reservation is subject to cancellation.**"

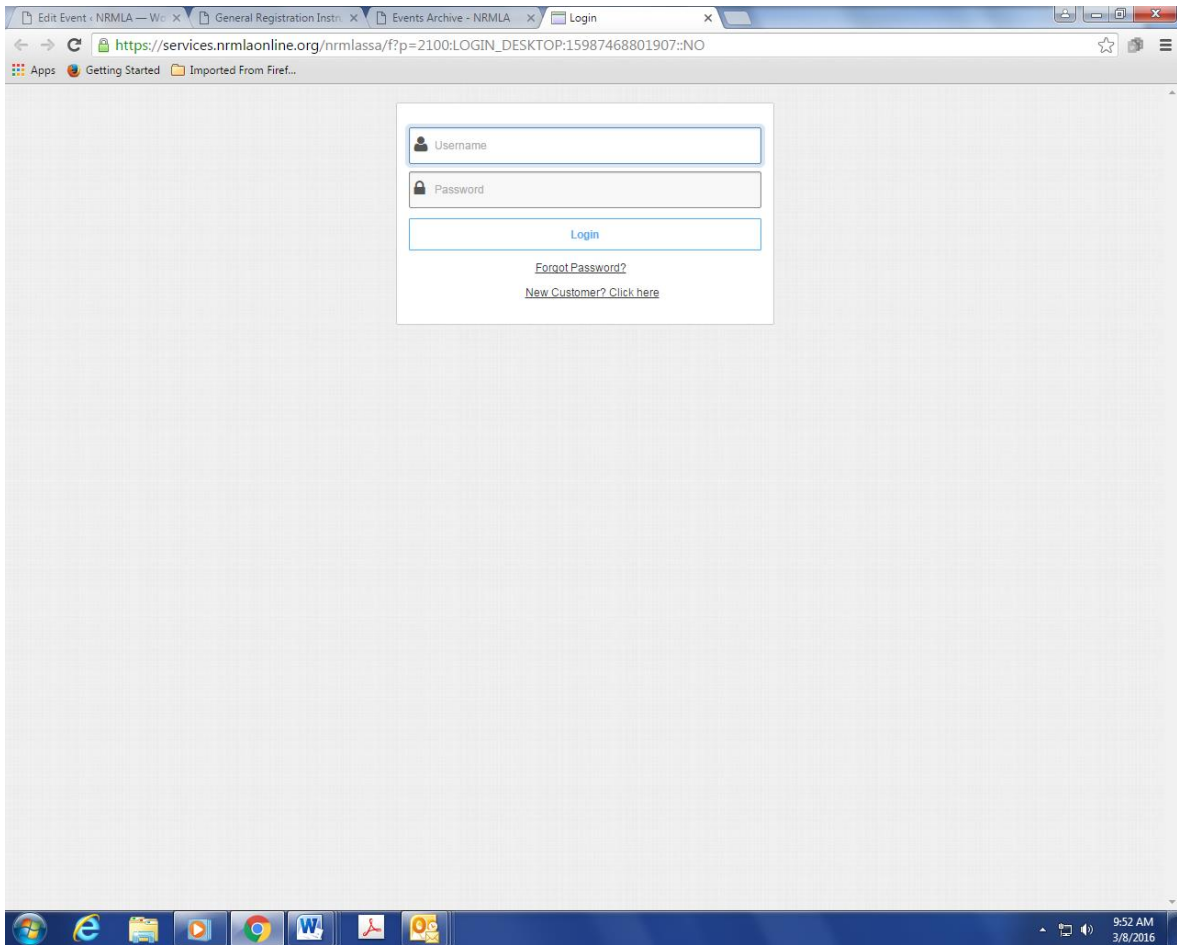
A "Be a Sponsor" section states: "NRMLA's Annual Meeting & Expo is the industry's premier event for Reverse Mortgage professionals and service".

On the right side of the page, there is an orange "REGISTER NOW" button. Below it is a "Details" section with the following information:

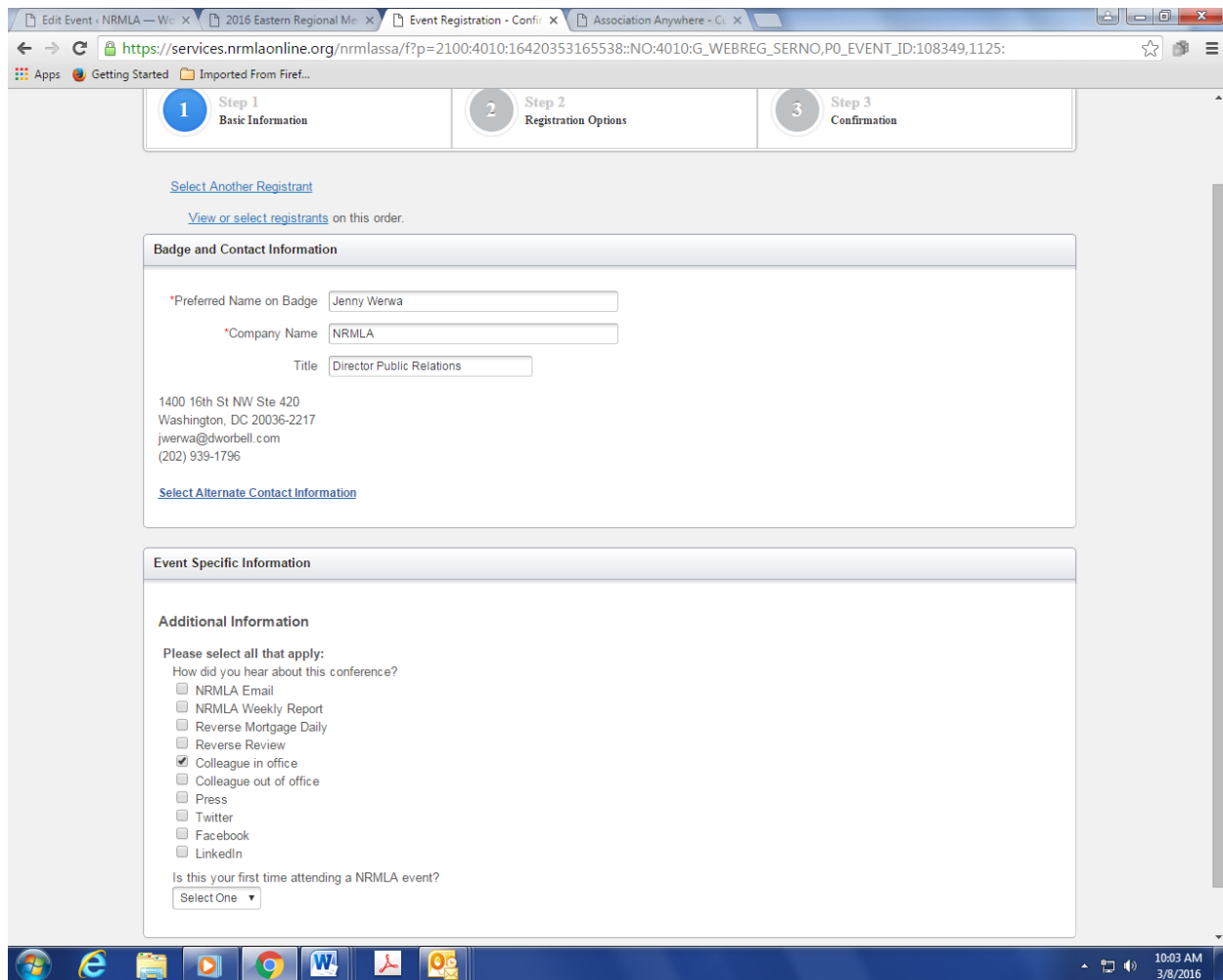
- Start:** November 14 @ 9:00 am
- End:** November 16 @ 12:00 pm
- Venue:** Swissotel Chicago, 323 E Upper Wacker Dr, Chicago, IL 60601 United States. A "Google Map" link is provided.
- Phone:** (312) 565-0565
- Website:** <https://resweb.passkey.com/go/nrmla2016>

At the bottom of the details section is a map of Chicago with a red pin marking the location of the Swissotel Chicago. The map shows major highways and surrounding areas like Schaumburg, Evanston, Naperville, Joliet, Gary, Valparaiso, and Merrillville.

The Windows taskbar at the bottom shows the system tray with the date and time: 9:58 AM 7/5/2016.



2. Now you've entered our registration system. Please enter your log-in information or the log-in information of the person you are registering. *(The log-in information you enter will allow you to register anyone from your company who has an account with us.)* If you're a new customer, please see the instructions for creating a new account at the bottom of the instructions.



3. After logging in, you will be asked to verify your contact information. If anything has changed, click "Select Alternate Contact Information" and make the necessary edits. While on this page, please let us know how you heard about the conference and whether it is the first time you have attended a NRMLA conference. Click Continue when you are finished.

2016 Annual Meeting & Expo | Event Registration - Primavera | Campaign Builder - Temp

← → ↻ <https://services.nrmlaonline.org/nrmla/f?p=2100:4015:14560577787464::NO:RP::> ☆ ☰

Apps Getting Started Imported From Firefox Senior Statistics from

Registrant: Darryl Hicks | Event: 2016 NRMLA Annual Meeting & Expo | Timeline: November 14 - 16, 2016

1 Step 1
Basic Information

2 Step 2
Registration Options

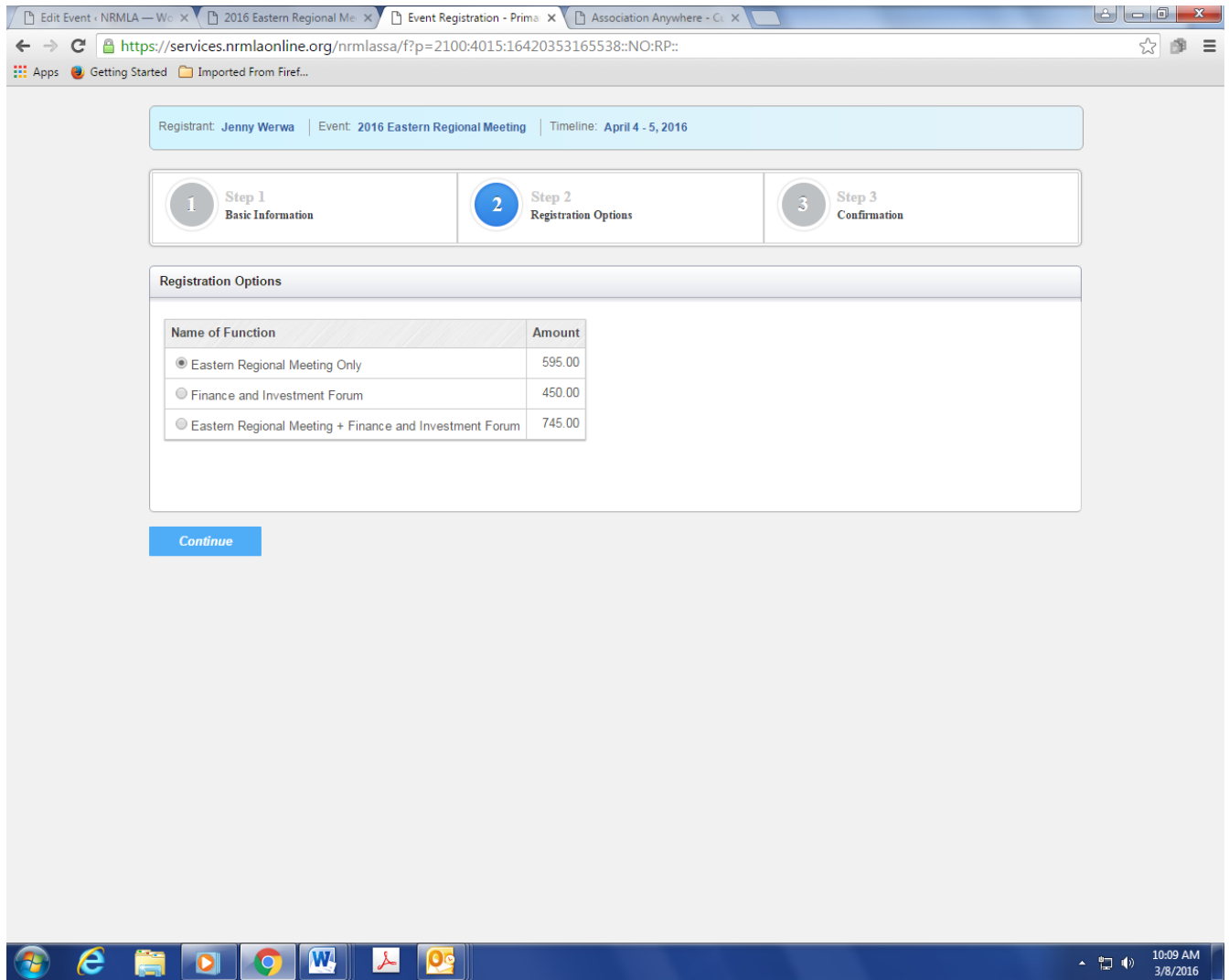
3 Step 3
Confirmation

Registration Options

| Name of Function | Amount |
|---|--------|
| <input checked="" type="radio"/> 2016 Annual Meeting & Expo | 675.00 |
| <input type="radio"/> 2016 Annual Meeting & Expo + CRMP Ethics Workshop | 705.00 |
| <input type="radio"/> CRMP Ethics Workshop Only | 30.00 |

Continue

Windows Taskbar: 10:02 AM 7/5/2016



4. Select the correct event option and the click Continue.

2016 Annual Meeting & Expo | Event Registration - Regis... | Campaign Builder - Temp... | https://services.nrmlaonline.org/nrmla/f?p=2100:4050:14560577787464::NO::

1 Step 1 Basic Information | 2 Step 2 Registration Options | 3 Step 3 Confirmation

Contact and Badge Information for Darryl Hicks

[Print registration details](#)

Darryl Hicks
1400 16th St NW Ste 420
Washington, DC 20036-2217
United States of America

Name: Darryl Hicks
Company Name: NRMLA
Title: VP of Communications

Registration Information for Darryl Hicks

| Item | Day & Time | Quantity | Price | Total Price | Currency |
|---|--|----------|--------|-------------|----------|
| 2016 NRMLA Annual Meeting & Expo | | | | | |
| 2016 Annual Meeting & Expo + CRMP Ethics Workshop | Monday, November 14 @ 09:00am - Wednesday, November 16 @ 03:30pm | 1 | 705.00 | 705.00 | USD |

Event Specific Information for Darryl Hicks

Additional Information

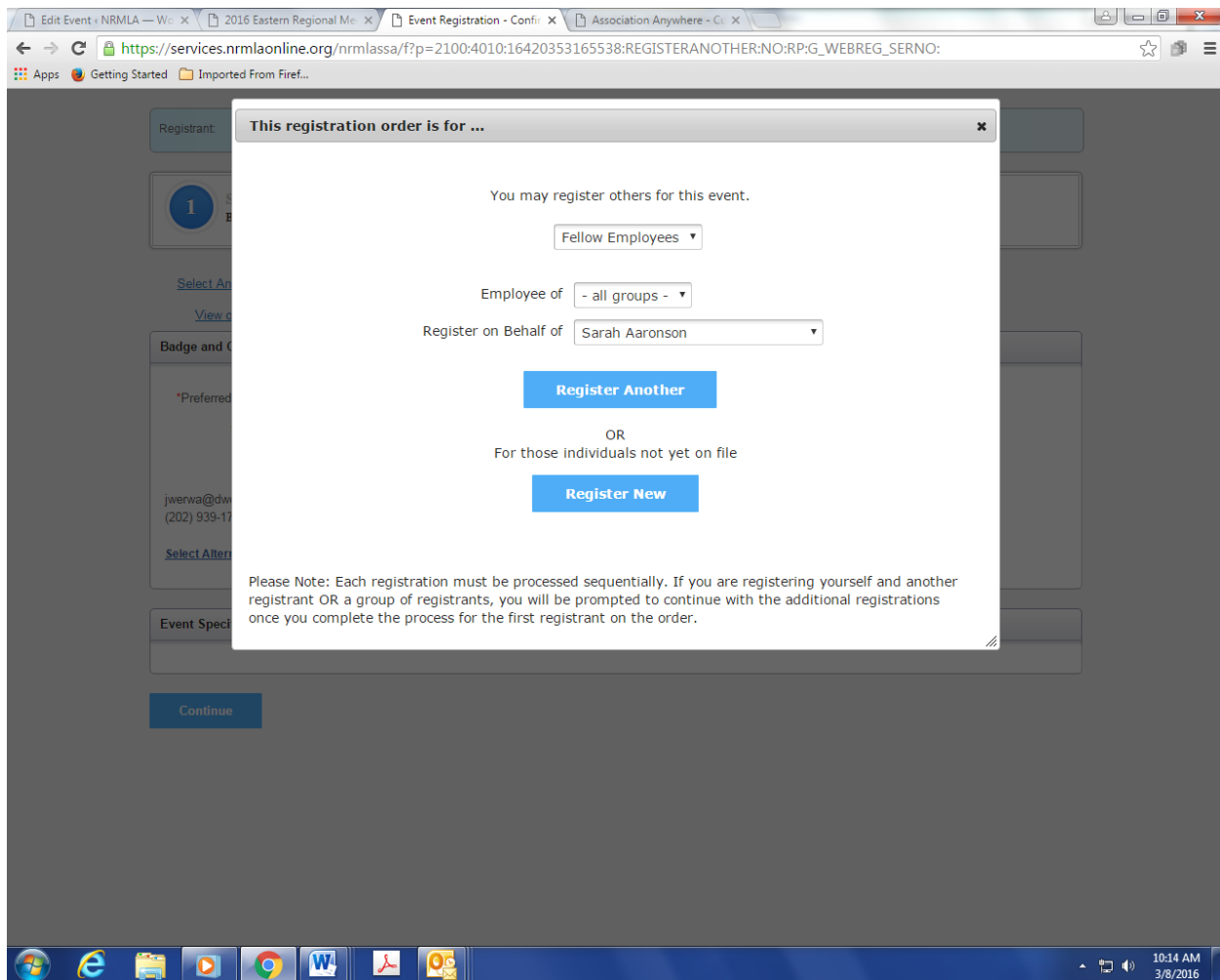
- How did you hear about this conference?
- Is this your first time attending a NRMLA event?

Register Another Individual | Register for Another Event | Continue

Linda Latimore
RE: Greenleaf Address change
Error
Just confirming that everyone at the old address

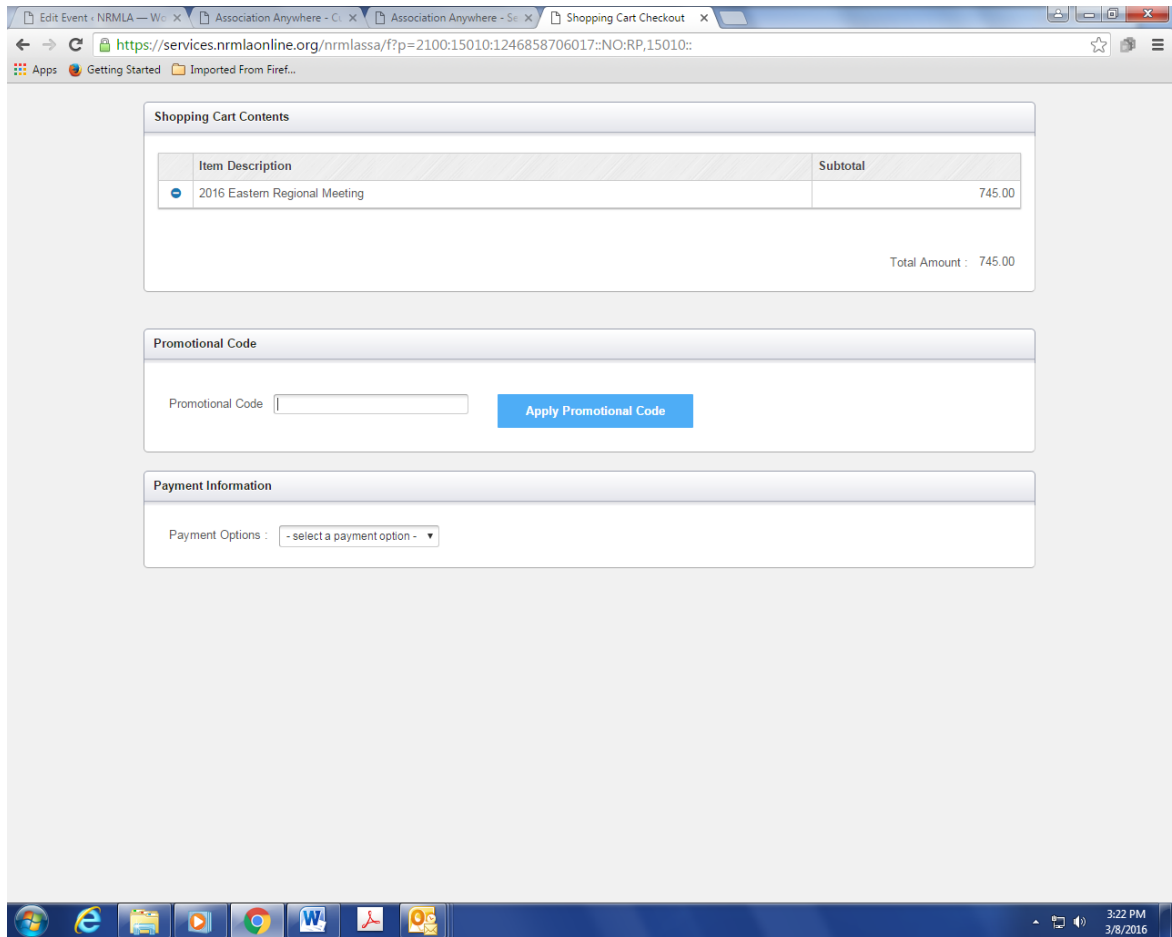
10:03 AM
7/5/2016

- Review your information. If everything looks okay, click Continue. If you want to register another person from the same company, click Register Another Individual.



6. If you select Register Another Individual, choose the person's name from the drop down menu ("Register on Behalf Of") and then click Register Another. Follow the same steps to register him or her. To register someone from your company who does not have an account, click "Register New."

Once you have clicked the appropriate blue button in the image above, you will automatically be directed to a "Basic Information" page where you can enter the new customer's information. The person's name and company should already be filled in, but you are welcome to make adjustments if the registrant wants the name or company to appear differently on the badge or in the conference book.



7. Final step is to submit payment. You can pay by check or credit card. Once the registration is completed, the person will receive an email confirmation.

Instructions For New Customers

1. If you are a new customer simply click the following [link](#) to create an individual profile.
2. Once you have created a web profile, NRMLA will confirm your record has been created by emailing you a User ID and Password to the email address provided. At that point you may follow the registration instructions provided above for Existing Customers.
3. **Please note, if your company is a member, but you don't have a customer record, please follow these steps before you register for a conference.** Until NRMLA staff links your customer record to the member firm, the system will treat you as a non-member and you will be charged the non-member rate when registering for a conference.

Questions?

Please contact Darryl Hicks, at 202-939-1784 or dhicks@dworbell.com with any questions.