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.
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.
4. Select the correct event option and click Continue.
5. 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.