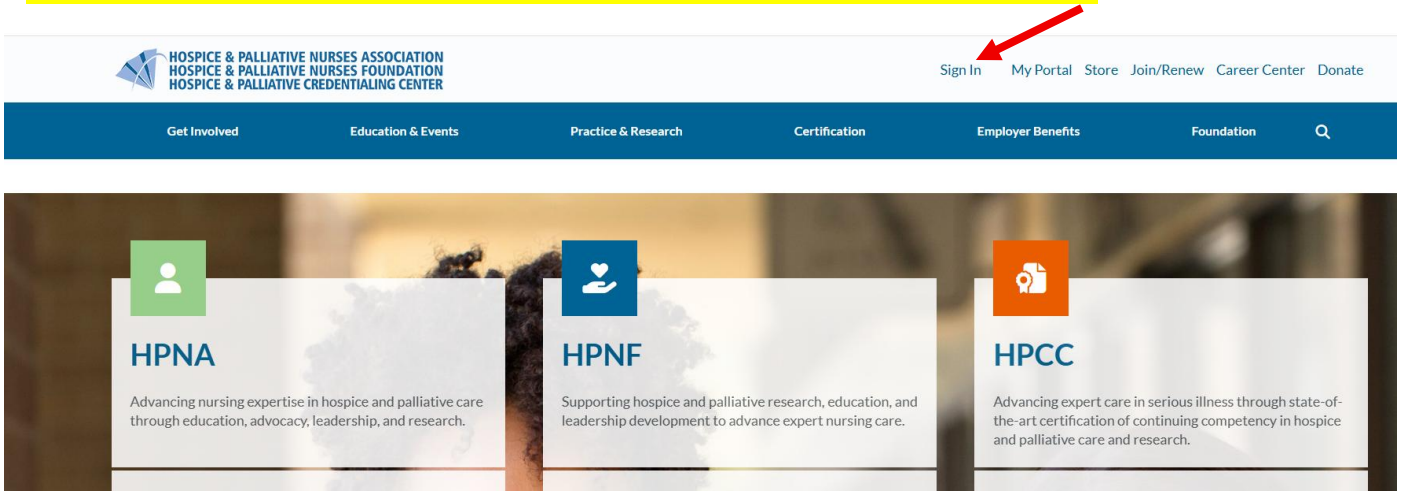
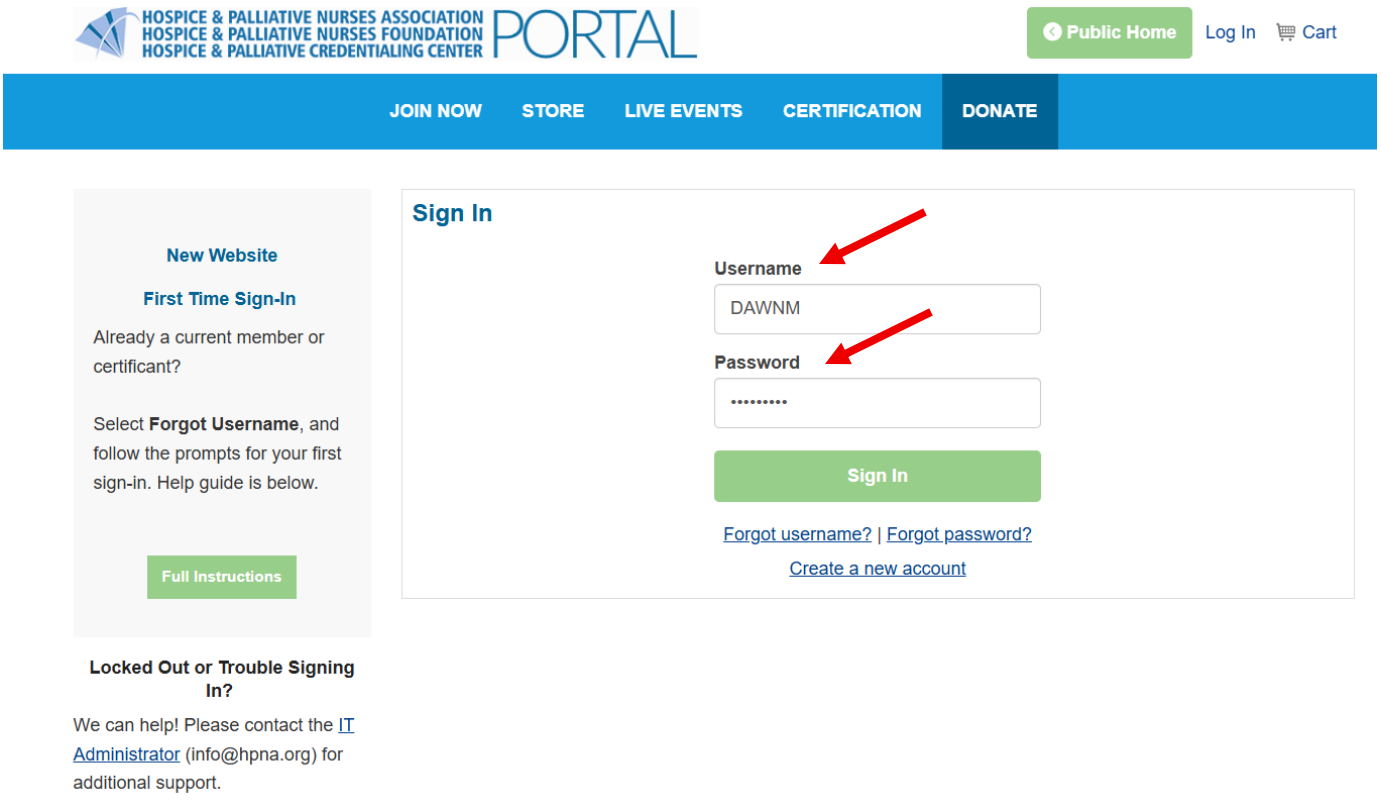
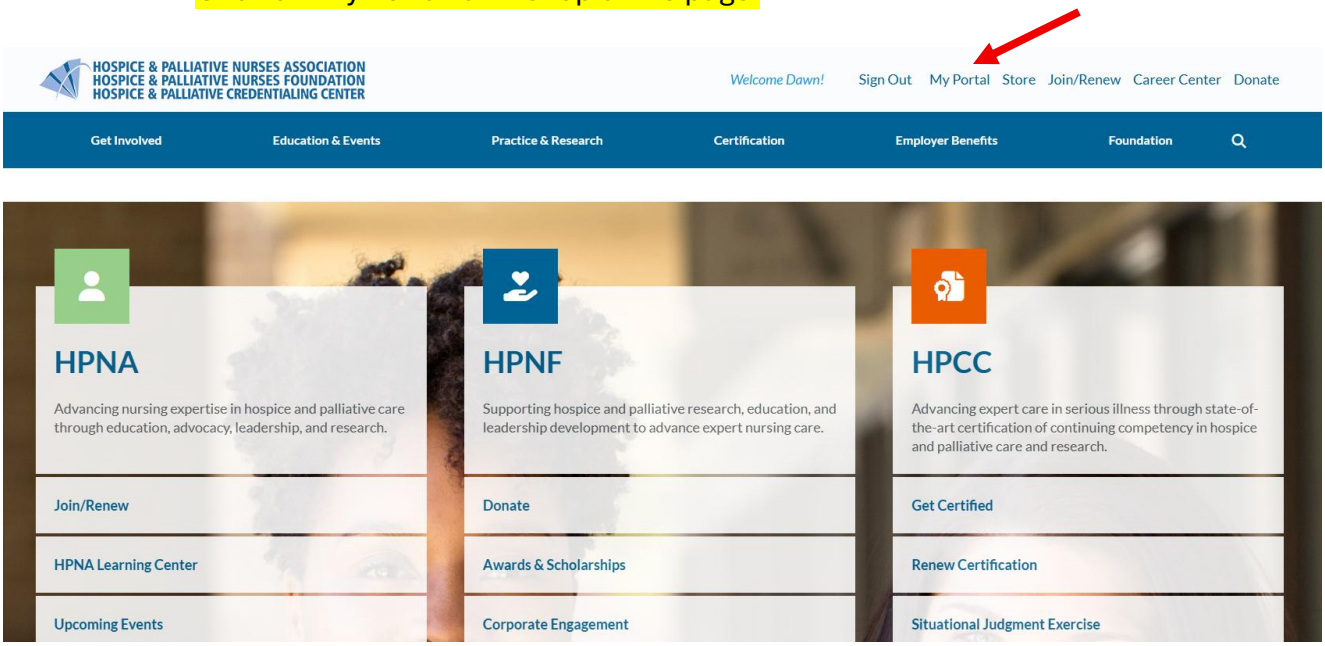
Step 1: Visit https://www.advancingexpertcare.org/ and click on 'Sign In'



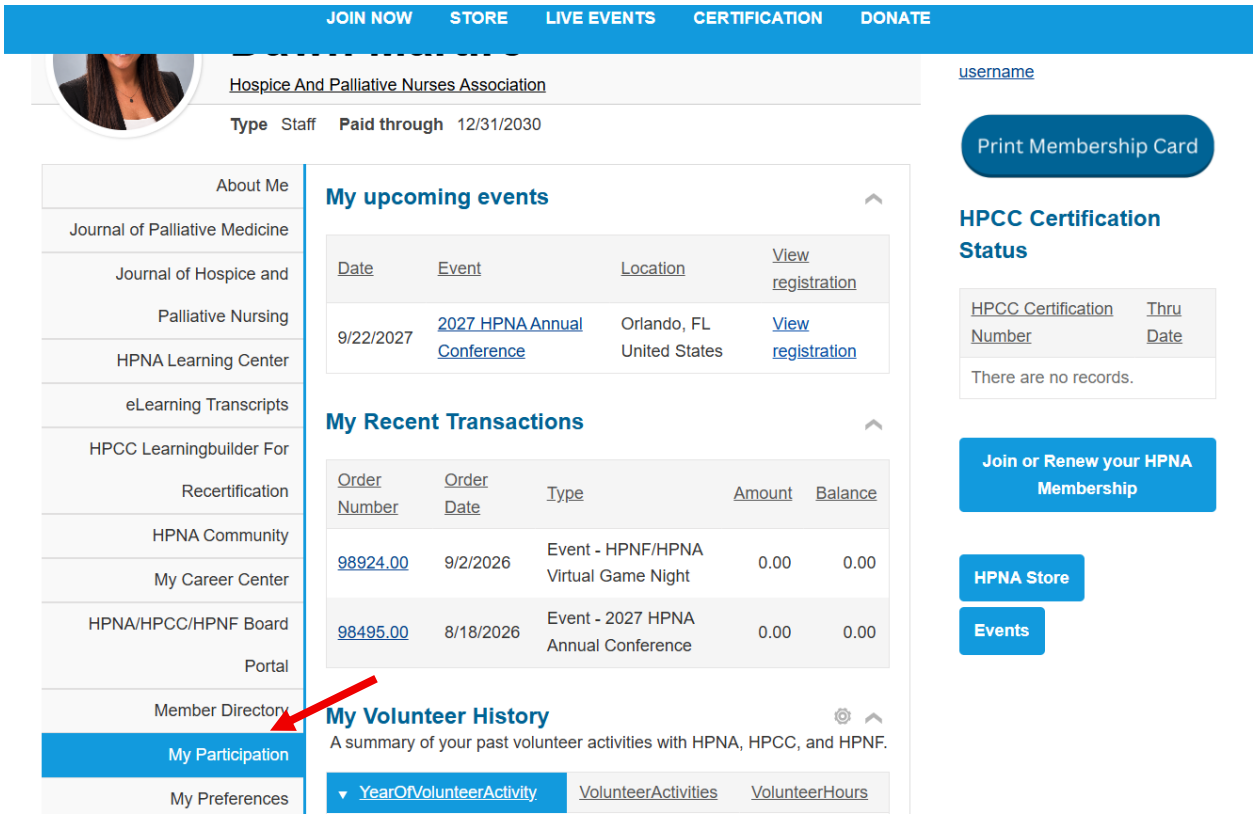
Step 2: Sign into your IMIS account by inputting your username and password. (this would have been used to complete for your initial conference registration).



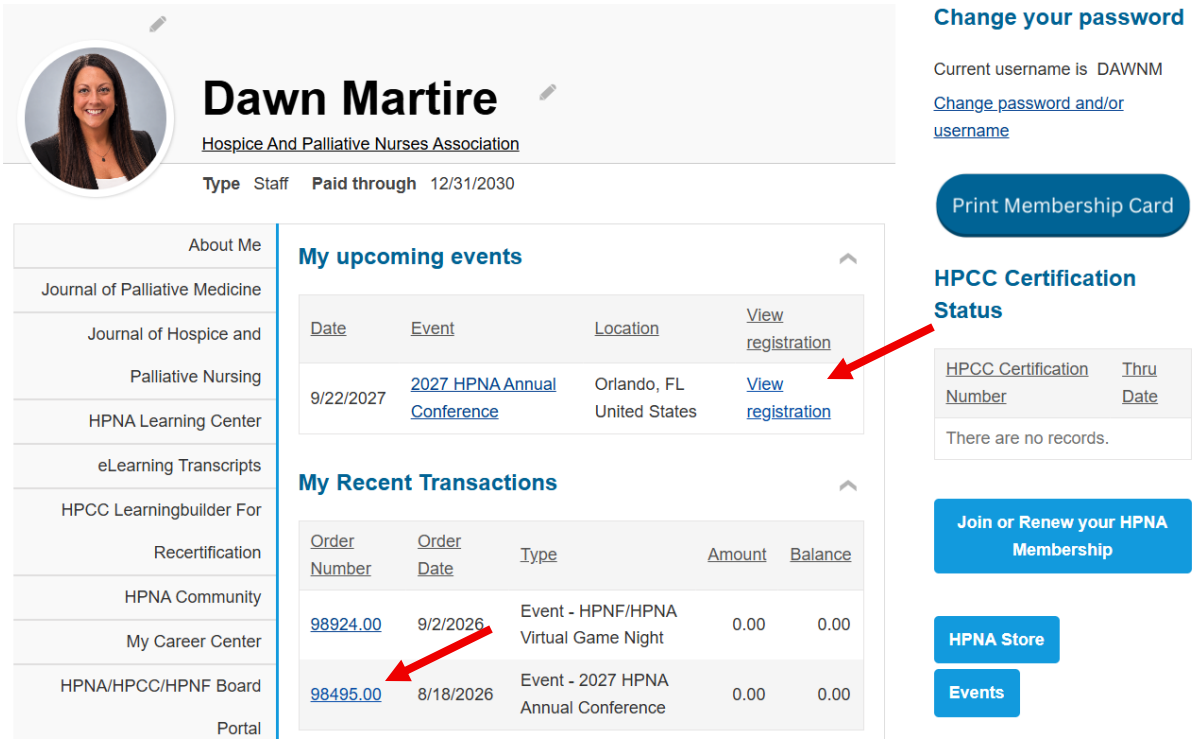
Step 3: You are now Signed In to your HPNA IMIS account. Click on 'My Portal' at the top of the page.



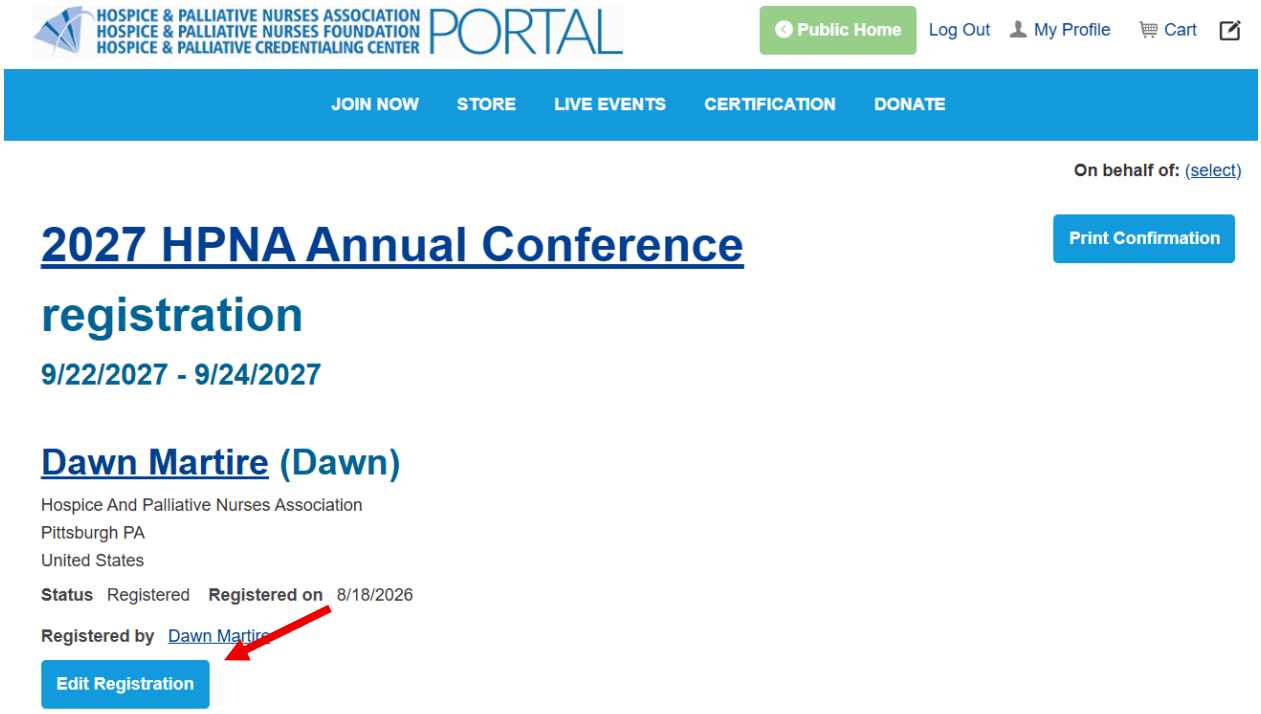
Step 4: Click on the 'My Participation' tab on the left-hand side of the page.



Step 5: Click on **EITHER** 'View Registration' OR the link for the event to add an additional preconference and/or the HPNF Beach Bash Reception.



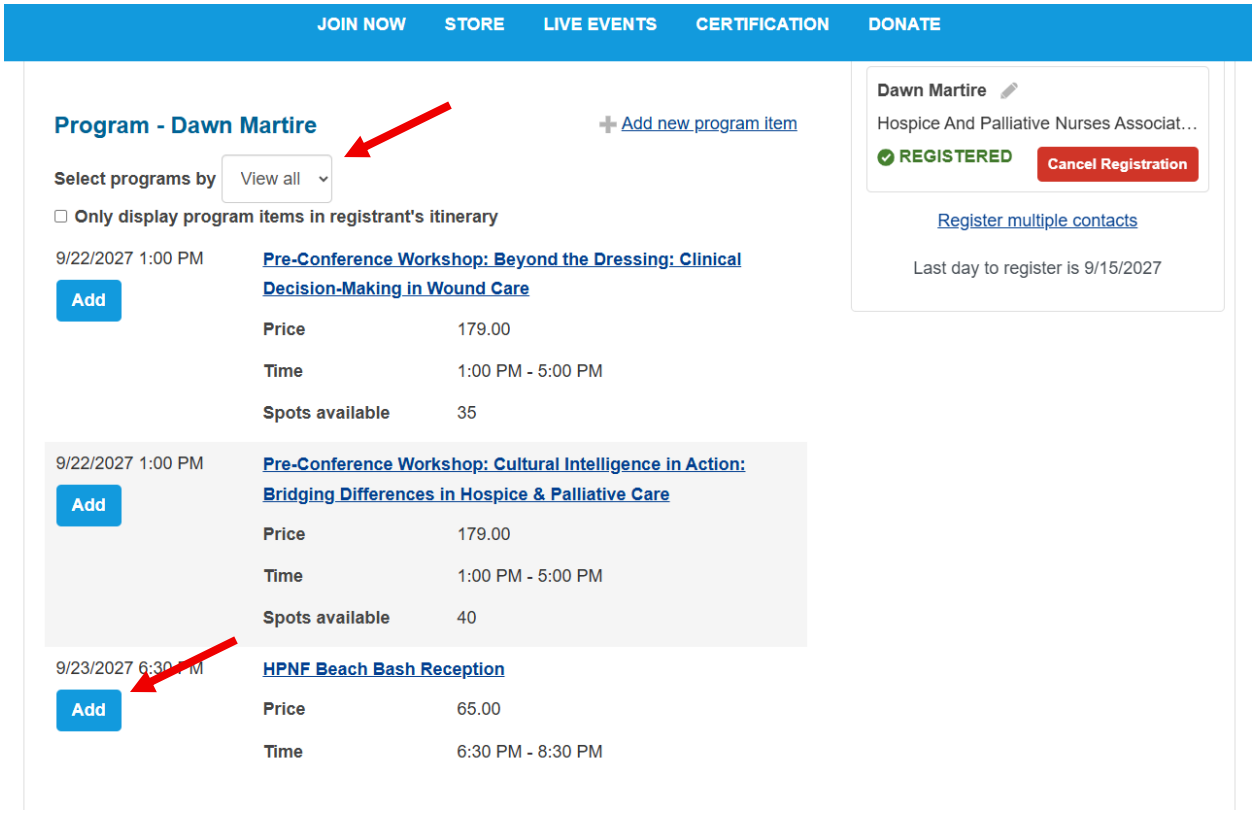
Step 6: Click on the 'EDIT REGISTRATION' button.



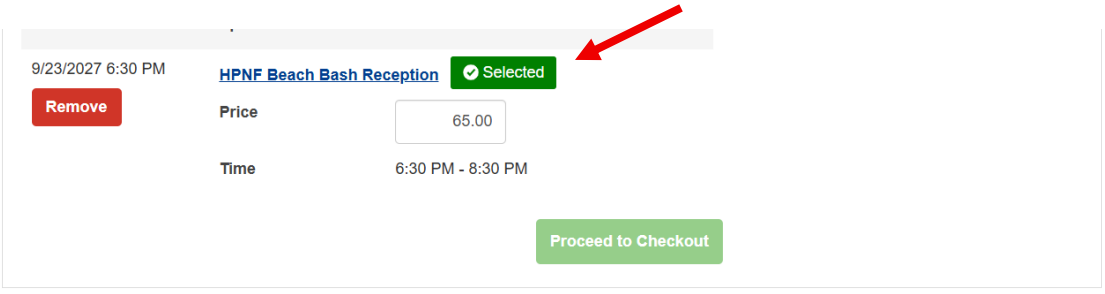
Step 7: Scroll down to the bottom of the page to 'Select programs by' and select 'View All' from the drop-down menu. (All programs that can be added to your registration will now be visible.)

The SELECTED Option that you want to ADD will now be visible.

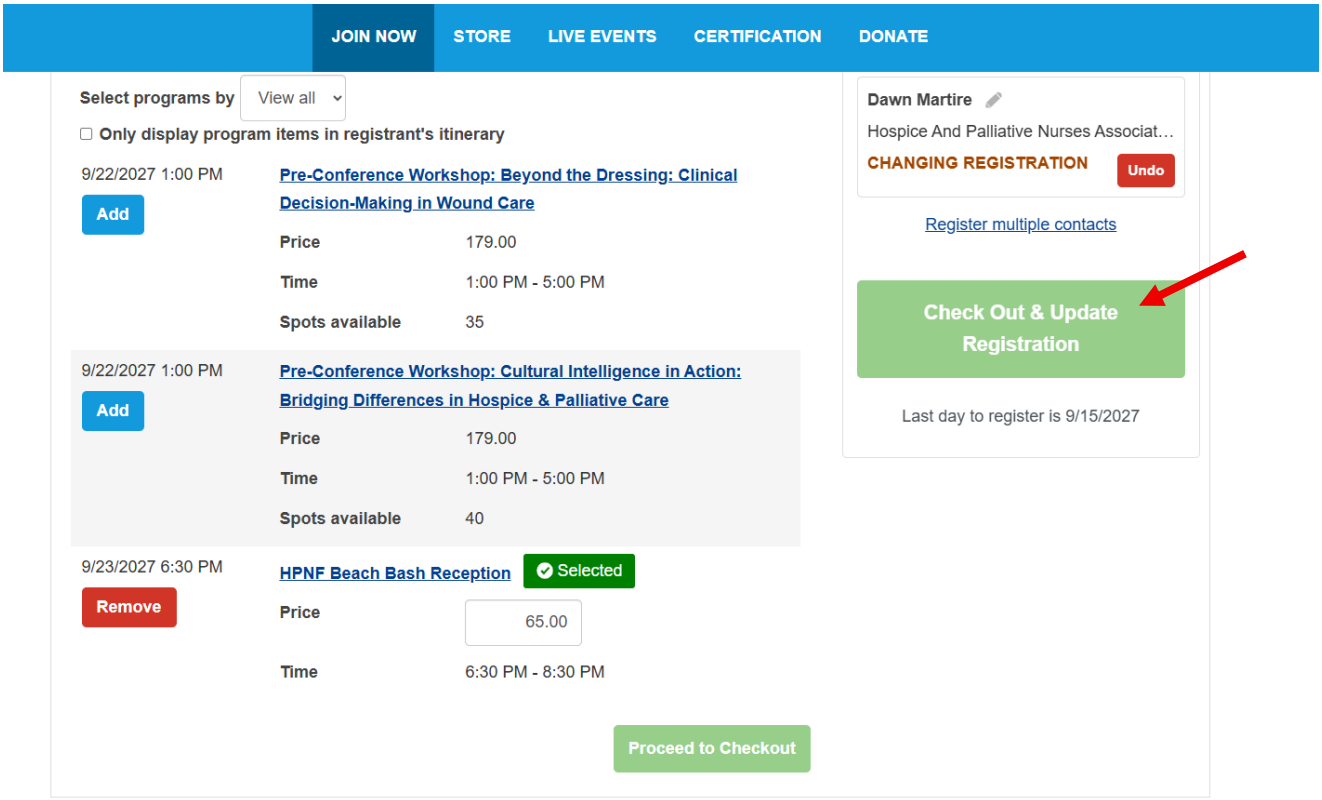
Click 'ADD' to add the additional program to your cart.



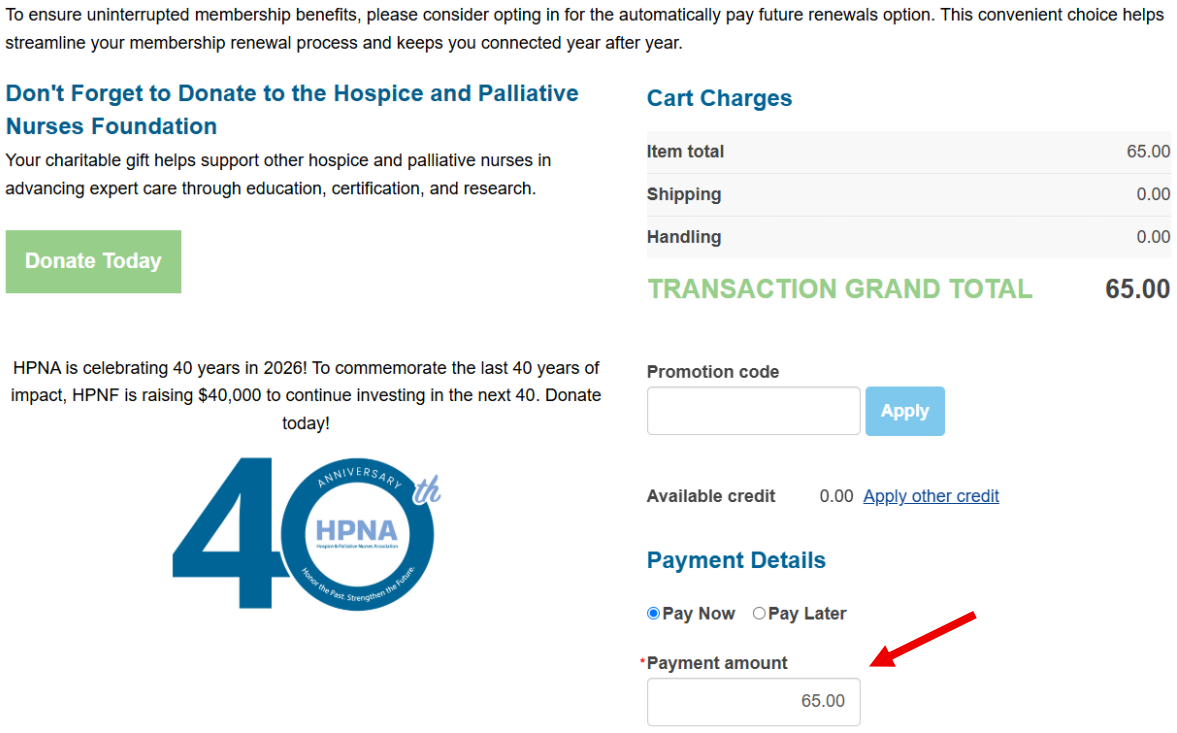
The additional program has now been added to your cart.



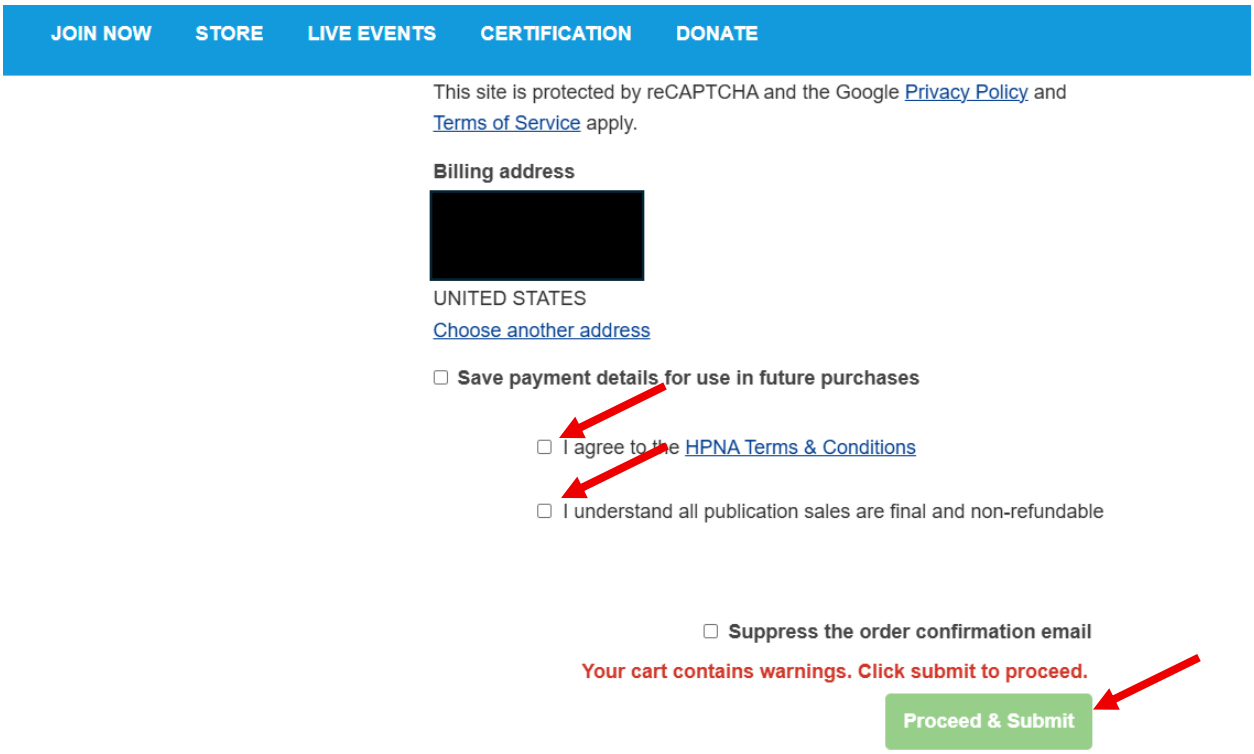
Step 8: Click on the 'Check Out & Update Registration' button on the right-hand side of side of the page.



Step 9: Provide payment information as prompted.



Step 10: Check the boxes that you 'Agree' and Understand' and click on 'Proceed and Submit'.



STEP 11: Receipt & Confirmation: Following your submission a confirmation/receipt will be emailed to you and you will be able to view your additional registration under 'My Recent Transactions' in your IMIS account.