

UBA Group Registration Procedure – You must be designated by UBA staff as a rep for your company record. Please contact the office for assistance at 801-364-4303 or at education@uba.org.

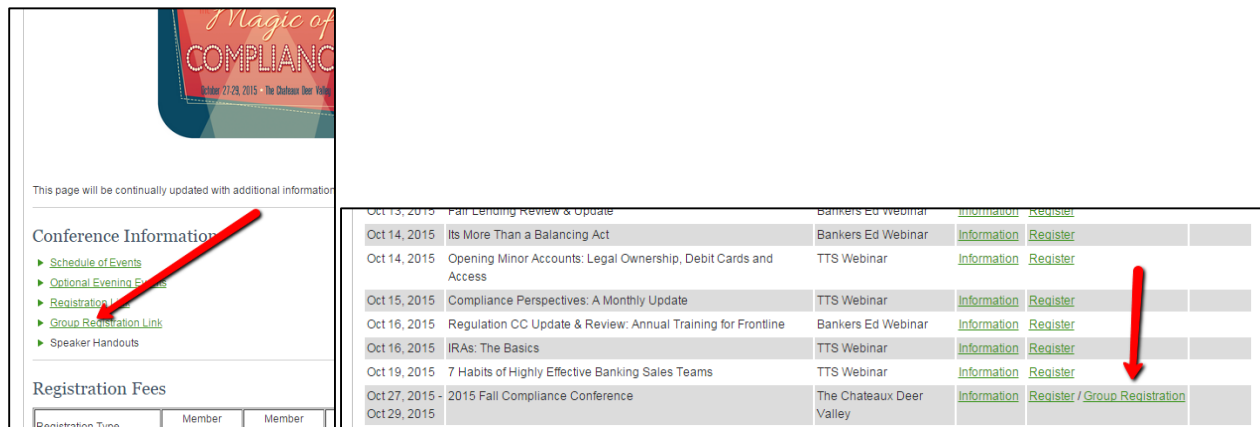
1. From the home page click on the Education tab
2. In the left menu click on Group Registration
3. Login using your personal login id and password. Your record will open.
4. Click on “Access Company Record” in the middle of the page. You are now working within the company record rather than your personal record.

At the top of the page is a drop down menu of functions that you can access for the company, including

- staff listing, where you can add or delete staff members from the company record
- order history, where you can view and print receipts
- recent purchases, where you can view your most recent activity.



5. To access group registration you must return to the event page or the calendar and select Group Registration. You will now be able to register your company employees for the event.



6. Select the employees you wish to register and options they require and process the payment. Once you submit the registration you will receive the payment receipt.
7. Once the registration is processed by UBA you and the registrant will receive a confirmation email for the event. This may take up to 24 hours or more to process as it must be reviewed by UBA staff.