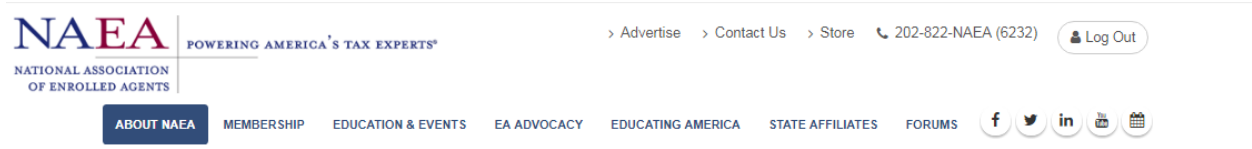








To adjust an Event Registration

Step 1: Log into NAEA account – Membership>My Account



NAEA POWERING AMERICA'S TAX EXPERTS®  
NATIONAL ASSOCIATION OF ENROLLED AGENTS

> Advertise > Contact Us > Store ☎ 202-822-NAEA (6232) 

ABOUT NAEA MEMBERSHIP EDUCATION & EVENTS EA ADVOCACY EDUCATING AMERICA STATE AFFILIATES FORUMS     

# My Account

Please login below with your username and password.

User Name:

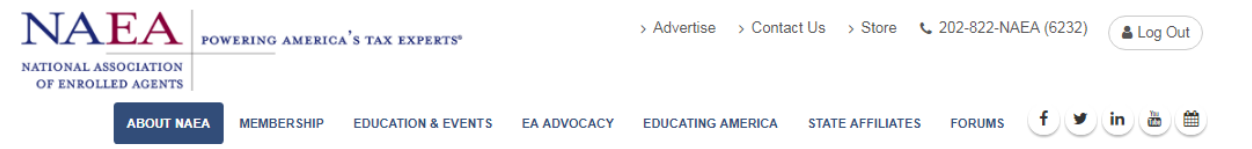
Password:

[Forgot Password?](#)


[New Customer? Click here](#)






Forgot your username/password? Please click here and enter your first name, last name and email address. Your account information will be emailed to you at the email account on record.

Step 2: Select My Event Registration from Menu











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# My Account

 <b>My Profile</b>	 <b>My Continuing Education</b>
 <b>My Event Registrations</b>	 <b>My Payments</b>
 <b>Voluntary Contributions</b>	 <b>PAC Donations</b>
 <b>Membership Directory</b>	 <b>NAEA Store</b>
<b>View and Print Membership Card</b>	

### Step 3: Select My Event Participation from Menu

The screenshot shows the top of the NAEA website. The logo on the left reads "NAEA NATIONAL ASSOCIATION OF ENROLLED AGENTS" with the tagline "POWERING AMERICA'S TAX EXPERTS". On the right, there are links for "Advertise", "Contact Us", "Store", a phone number "202-822-NAEA (6232)", and a "Log Out" button. Below this is a horizontal navigation menu with buttons for "ABOUT NAEA", "MEMBERSHIP", "EDUCATION & EVENTS", "EA ADVOCACY", "EDUCATING AMERICA", "STATE AFFILIATES", and "FORUMS". To the right of these are social media icons for Facebook, Twitter, LinkedIn, YouTube, and a calendar icon. A dark blue banner below the navigation menu contains the text "My Account" in white.

This section contains two buttons. The first button is labeled "My Event Participation" and has a sub-link "View your event participation history". The second button is labeled "Register for NAEA's 2017 National Conference".

### Step 4: Click onto Registered Events and select event registration needing adjusting

This screenshot is identical to the one above, showing the NAEA website header and navigation menu. The "My Account" banner is visible at the bottom of this section.

The screenshot shows the "Events I am Already Registered For" section. At the top, there is a search bar with a "Go" button and an "Actions" button. Below these are three tabs: "Attended Events", "Eligible Events", and "Registered Events". The "Registered Events" tab is highlighted with a green box. Below the tabs, there is a "Registration Status" filter with a checked box and a minus sign icon. The text "1 - 1 of 1" is displayed. A table titled "Registration Status : Registered Events" contains the following data:


Event	Start Date	End Date	Location	City	State	Add to My Calendar
<a href="#">National Conference 2017</a>	07/30/2017	08/03/2017	The Cosmopolitan of Las Vegas	Las Vegas	NV	

Below the table, the text "1 - 1 of 1" is displayed. A green callout box with an arrow points to the "Add to My Calendar" icon in the table, with the text "Notice the Add to My Calendar icon".

Step 5: Click onto Adjust this Registration, located towards bottom of page

## My Account

National Conference 2017  
 July 30 - August 3, 2017  
 The Cosmopolitan of Las Vegas  
 3708 Las Vegas Blvd S  
 Las Vegas, NV 89109-4309  
 USA  
 Open Registration - a la carte selections (GRADUATE and TAX PREP ONLY) - 16 hour minimum registration requirement

- [Print Confirmation Notice](#)
- [Cancel this Registration](#)
- [Adjust this Registration](#) 
- [Update Registration Details](#)
- [Return to My Registrations](#)

Step 6: Make changes! It only allows registrants to add items.

If you modify your registration (excludes full cancellations), you must check out before your changes are saved. Once an adjustment has been requested, you should find a "View Shopping Cart" link at the bottom of the page.

National Conference 2017  
 July 30 - August 3, 2017  
 The Cosmopolitan of Las Vegas  
 3708 Las Vegas Blvd S  
 Las Vegas, NV 89109-4309  
 USA  
 Open Registration - a la carte selections (GRADUATE and TAX PREP ONLY) - 16 hour minimum registration requirement

Registration			
Name of Function	Day and Time of Function	Qty	Fee
Guest registration provides access to the Opening Reception, the Expo Hall, breakfast, and the NAEA Awards & NTPPI Graduation Ceremony		<input type="text" value="1"/>	\$75.00
<a href="#">Add</a>			
<b>Sunday</b>			
Name of Function	Day and Time of Function	Qty	Fee
Pre-Conference CE Session presented by CANOPY - "How to Report Clergy Earnings" by Tanya Baber, EA (1 Federal Tax CE)	Sunday, July 30 4:30 PM - 5:30 PM	<input type="text" value="1"/>	\$0.00
<a href="#">Add</a>			
<b>Monday</b>			
Name of Function	Day and Time of Function	Qty	Fee
NAEA Education Foundation Breakfast with USTC Judge Mark Holmes	Tuesday, August 1 7:00 AM - 7:50 AM	<input type="text" value="1"/>	\$55.00
<a href="#">Add</a>			
Current IRS Enforcement Priorities (2 CE) GRAD LEVEL	Monday, July 31 8:00 AM - 9:40 AM	1	\$92.00
<a href="#">Add</a>			
Advanced Federal Tax Liens (2 CE) GRAD LEVEL	Monday, July 31 10:00 AM - 11:40 AM	1	\$92.00
<a href="#">Add</a>			
Tax Research for the Representative (4 CE) GRAD LEVEL	Monday, July 31 1:00 PM - 4:40	1	\$184.00
<a href="#">Add</a>			