

Each individual must be registered separately, using **their unique email** address.

After you create an account for an individual and place the order, you should edit the account to **remove the credit card information.**

- Log in as the individual
- The Account Profile page will come up
- Scroll to the bottom of the page and click on ‘Update my Contact Info’
- Highlight and delete the credit card number and Save the Billing Information
- Logout of the Account

If you are an AGMA member, you must be in the AGMA database to receive the member rate. If you are not sure if the person you are registering is already listed with AGMA, contact Cora Byrd at Byrd@agma.org. Please provide:

- Company name
- Company address
- **Employee’s name and title**
- **Employee’s unique email address**
- Phone
- Fax