ONLINE DIRECTIONS FOR REGISTERING FOR THE 2025 SPRING CONFERENCE

To register online you must have an established account in the NEISMA system and have an active 2024-25 membership (Facility or Vendor).

A facility or vendor which does not have a current /active 2024-25 NEISMA membership cannot register for the Conference on line. They must contact John Zullo, <u>izullo@neisma.com</u>. To register

Vendors have to register as a trade shows exhibitor to attend conference

Note:

A NEISMA Account is a facility or vendor account. **Individuals associated with a facility or vendor please do not create an additional account** but have the primary account person just add you into the facility account. Individual associates can be added or deleted from an account as needed. Any individual who is added to an account may also access the account and register for activities using their email and created password.

Directions for established Accounts in the system

Go to: Login (finnlyconnect.com)

Use your email address to log in.. If you do not remember your password **Click on reset password** and you will be sent an email to reset your password. Then you can log into your account. Once in, click on MEMBERSHIP if you want to renew it for 2024-2025. Click on REGISTER / activity to register for the conference. Payments online are by Credit Card only. Once in your account you may add individuals to the account and register them for the conference.

*If you need to make payment for a conference registration <u>by check</u> contact John Zullo, NEISMA Admin Dir, <u>jzullo@neisma.com</u> he will process your registration and generate an **invoice for payment** (See mailing address below).

Directions for CREATING a NEISMA Accounts in system

Got to: Login (finnlyconnect.com) Need an account? Sign Up

You may then purchase a 2024-25 memberships and pay by credit card. If you need to make payment by check an invoice can be generated by contacting John Zullo, NEISMA Admin Dir, <u>jzullo@neisma.com</u>

Make checks out to: NEISMA

Mail with invoice copy to:
NEISMA P.O. Box 290595, Wethersfield, CT 06129

Have questions or need assistance, email John Zullo at <u>izullo@neisma.com</u> or call 888-234-3968