



Step-by-step Guide to Register for the new F.A.C.E. Annual Fee

1. Go to this website by either left mouse clicking on the link or copy and paste the website address into your browser:

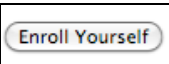
 <http://www.iog.ucf.edu/CourseStatus.awp?&course=012-0701-1>

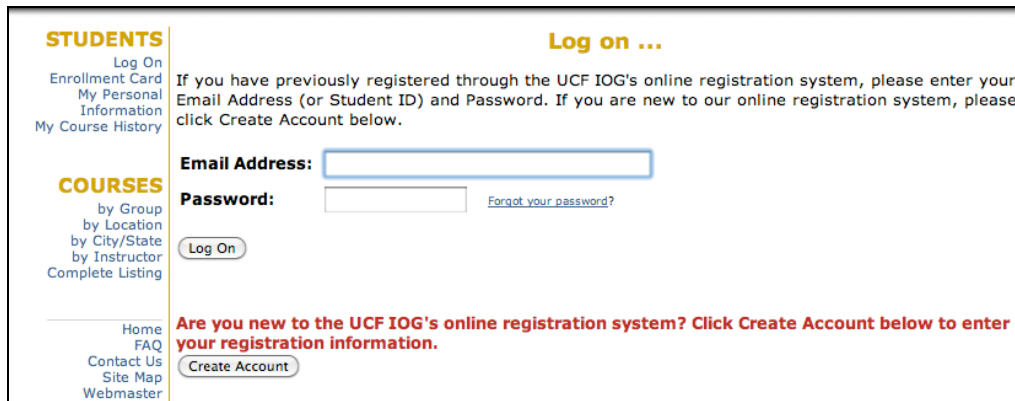
2. *At the bottom of this webpage* you have two buttons. One is to “Enroll Yourself” and the other is to “Enroll Someone Else”. Left mouse click on the appropriate option.

Code: 012-0701-1
Type: Membership
Fee: \$35 Fee Breakdown
Notes: Renewing members Annual Fee payments must be postmarked or received before December 31 to avoid a \$20.00 late fee.
<input type="button" value="Enroll Yourself"/> OR <input type="button" value="Enroll Someone Else"/>
A valid credit card will be required for payment. Please have your card information ready.

If you selected , please continue to Step 3.

If you selected , please skip to the RED STARS (★★★★★) for instructions.

3. Left mouse clicking on the  button. Will bring up this screen:

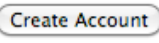
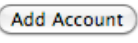


The screenshot shows a web page with a navigation menu on the left and a main content area. The navigation menu includes links for STUDENTS (Log On, Enrollment Card, My Personal Information, My Course History), COURSES (by Group, by Location, by City/State, by Instructor, Complete Listing), and a footer with Home, FAQ, Contact Us, Site Map, and Webmaster. The main content area has a 'Log on ...' heading and a paragraph of instructions. Below the instructions are two input fields: 'Email Address:' and 'Password:'. There is a 'Log On' button below the password field and a 'Create Account' button below a red instruction. A 'Forgot your password?' link is also present.

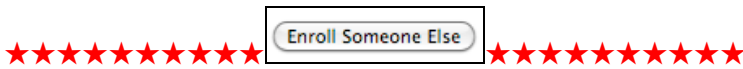
If you are new to the IOG Online registration system, you will need to create an account. If you have registered for a F.A.C.E. Exam or the Annual Seminar after 2009, you have an account.

PLEASE NOTE This is NOT the same sign-on information that you use to access the F.A.C.E. website.

You must either enter your email address and password OR create an account.

Clicking on the  will take you to a screen to create your account. You must fill in all the blanks or enter N/A if there is not information for that blank. Once entered, click  at the bottom of the webpage.

Continue onto Step #4



Log on ...

If you have previously registered through the UCF IOG's online registration system, please enter your Email Address (or Student ID) and Password. If you are new to our online registration system, please click Create Account below.

Email Address:

Password: [Forgot your password?](#)

If you are enrolling someone else: you must log into your own account first. After you log in, the enrollment process will continue. If you don't have an account with us, click the Create Account button (below). After you create an account for yourself, the enrollment process will continue.

Are you new to the UCF IOG's online registration system? Click Create Account below to enter your registration information.

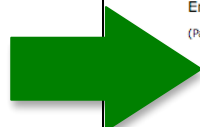
If you are new to the IOG Online registration system, you will need to create an account. If you have registered for a F.A.C.E. Exam or the Annual Seminar after 2009, you have an account.

PLEASE NOTE This is NOT the same sign-on information that you use to access the F.A.C.E. website.

You MUST either log in or create an account for yourself before you add the registrant's information.

Clicking on the will take you to a screen to create your account. You must fill in all the blanks or enter N/A if there is not information for that blank. Once entered, click at the bottom of the webpage.

After you are in the system, you will enter the Proxy Registration information. Enter the email address for the registrant or member, not for yourself. Click OK.



Proxy Registration

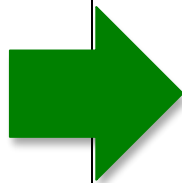
Enter the email address of the person you wish to register:
(Parents: you may enter your email address in this field)

*Email:

*Indicates Required Information

The webpage will either return the contact information currently on file OR a blank screen to fill in the information.

This page is the registrant or member information not your information.



Proxy Registration

*Email:

We currently have no other records matching that email address.

Please create a new account by providing the following information:

Populate fields using values from: Your Personal Data

*First Name:

Middle Initial:

*Last Name:

Firm:

*Work Title:

*Address:

*City:

*State:

*Zip Code:

Phone:

Special Needs:

*Indicates Required Information

Confirm Proxy Info and Continue Cancel and Start Over

Complete all the * blanks for the registrant or member. You might have to update this information if our records are not current.

Left mouse click the “Confirm Proxy Info and Continue”. The page will return an error if you missed a blank.

Continue to step #4.

4. You should now see the “Enrollment Card” Page:

STUDENTS
Logged on as Delete 1 Me
Log Off
Enrollment Card
My Personal Information
My Course History

COURSES
by Group
by Location
by City/State
by Instructor
Complete Listing

Home
FAQ
Contact Us
Site Map
Webmaster

Enrollment Card

Logged on as:
Your Contact Information Should be in this area. Click EDIT below if this information is out dated or incorrect
Edit

If this is not you, [log off](#) the system (you'll be given the opportunity to logon as a different user).

Enrolling in:
012-0701-1 - Florida Association of Code Enforcement Annual Fee

Please select fees before proceeding

Basic Fee: FACE-New Active Member \$35.00
 FACE-New Associate Member \$25.00
 FACE-Renewing Active Member \$35.00
 FACE-Renewing Assoc Member \$25.00

Finish Registration Add More Courses Cancel Entry

Add Another Person to 012-0701-1 Add Another Person to a Different Course

Enrollment Progress ...

Pick the correct fee and membership status.

Left mouse click the radial button next to select the correct fee and membership status.

Select the appropriate option based on your needs:

Finish Registration Add More Courses Cancel Entry

Add Another Person to 012-0701-1 Add Another Person to a Different Course

If you are done with all registrations: left mouse click

Finish Registration

If you need to add additional courses: left mouse click

Add More Courses

If you need to cancel this registration: left mouse click

Cancel Entry

If you need to add another person to the F.A.C.E. Annual Fee: left mouse click

Add Another Person to 012-0701-1

If you need to add another person to a different course: left mouse click

Add Another Person to a Different Course

If you are adding additional people to additional courses, return to the RED STARS and follow the instructions. ★★★★★

5. Finish Registration Finish Registration Left mouse click the finish registration button.

Course Registration

Enrollment submitted by: Delete 1 Me

Current Enrollment Card Entries for Delete 1 Me				
Delete	012-0701-1	Florida Association of Code Enforcement Annual Fee	Membership	35.00
ShowDetails				Amount due: \$35.00

Invoice Information
If necessary, change the billing information before clicking the Mail an Invoice button.

Name:

Address:

City:

State:

Zip Code:

Click the "Mail an Invoice" button to select the Invoicing option.

Mail an Invoice


OR

To pay by credit card, click button below:

Pay by Credit Card

Cancel

Until you have selected one of these options, your registration is not complete.



To request an invoice, confirm the information entered here is where we would mail the invoice. Left mouse click on "Mail an Invoice."

Click the "Mail an Invoice" button to select the Invoicing option.

Mail an Invoice

To pay online with a credit card right now, left mouse click on "Pay with Credit Card."

To pay by credit card, click button below:

Pay by Credit Card

The screen below will appear once your registration is complete.

Transaction Completed

A confirmation has also been emailed to you.

Enrollment Confirmation for Delete 1 Me	
**Florida Association of Code Enforcement Annual Fee (012-0701-1) Membership	
FACE-New Active Member: \$35.00	Total charges: \$35.00

Please note the following special instructions:

Course Name	Notes
Florida Association Renewing members Annual Fee of Code Enforcement Annual Fee	payments must be postmarked or received before December 31 to avoid a \$20.00 late fee.

An email confirmation will be sent to the email address entered for the registrant.

Extra Notes

You must register and pay to finalize your F.A.C.E. membership. You are not considered a member until payment is received.

Renewing Members must pay prior to December 31, 2011. All Renewing Members will incur a \$20.00 late fee in addition to the Annual Fee for payments made after December 31, 2011.