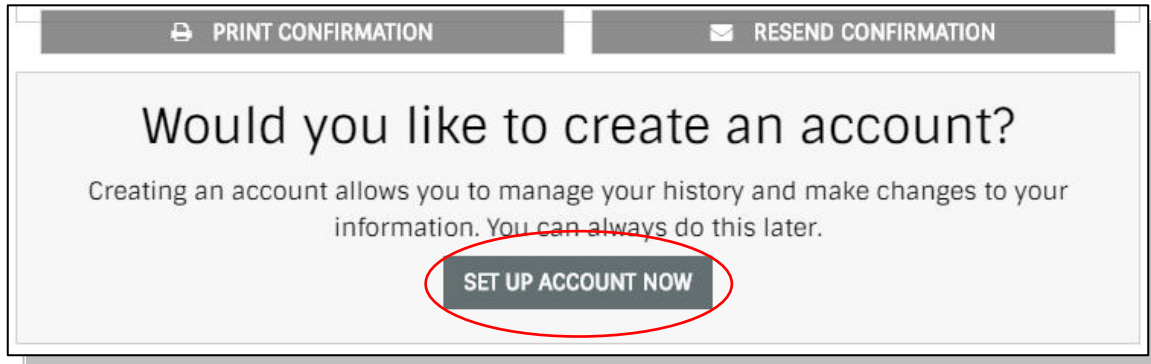


# Creating/Claiming your Webconnex Account

1. First Opportunity: At the end of the registration process at [www.nmra2019slc.org/registration](http://www.nmra2019slc.org/registration), you are presented with the following screen. Click on SET UP ACCOUNT NOW and go to step 4



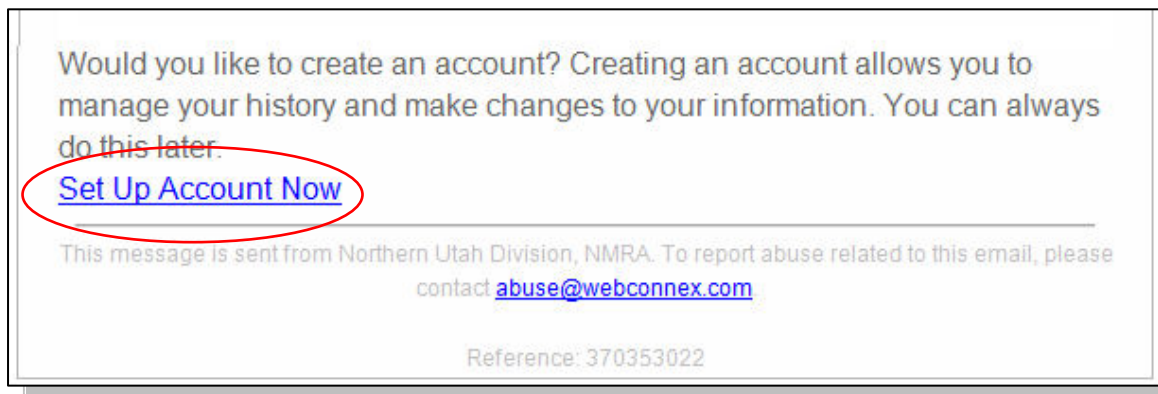
PRINT CONFIRMATION RESEND CONFIRMATION

## Would you like to create an account?

Creating an account allows you to manage your history and make changes to your information. You can always do this later.

**SET UP ACCOUNT NOW**

2. Second Opportunity: You will also receive a Registration Confirmation email. At the bottom of that email you will see the following screen: Click on [Set Up Account Now](#) and go to step 4



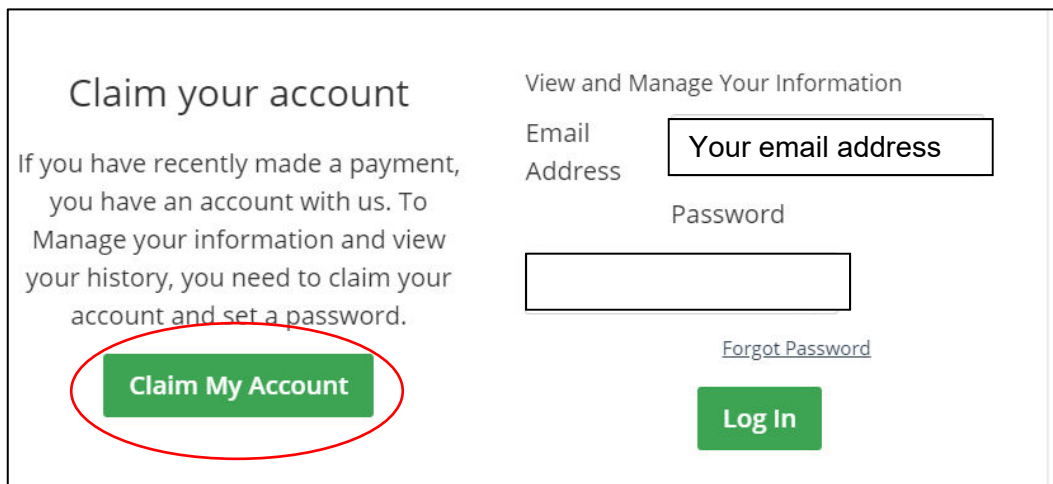
Would you like to create an account? Creating an account allows you to manage your history and make changes to your information. You can always do this later.

[Set Up Account Now](#)

This message is sent from Northern Utah Division, NMRA. To report abuse related to this email, please contact [abuse@webconnex.com](mailto:abuse@webconnex.com)

Reference: 370353022

3. Third Opportunity: If you choose not to set up your account with either of these two methods, you can do so later on by going to <https://northernutahnmra.account.webconnex.com/login>, where you will see the following screen:



## Claim your account

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

**Claim My Account**

### View and Manage Your Information

Email Address

Password


[Forgot Password](#)

**Log In**

4. By clicking on **Claim My Account** you will see the following:

Claim Your Account

To get started, enter the email you most likely used on your last transaction. We'll email you a link to make sure you are you.

Your email address here 

How it Works

To gain access to your account and view your historical data, enter the email you used on your last transaction. We'll email you a link to make sure you are you. Clicking on that link will claim your account and you will be asked to create a password. After that you can log in anytime in the future with your email address and password.

5. Enter your email in the dialog box. When you click on **Send Me The Link**, you will get an email that looks like this:

Just one more step to reset your password. The link below will work one time and be active for 24 hours.

You can also paste the following link into your browser:  
<https://northernutahnmra.account.webconnex.com/recover-password/283e02c790fd493facd3f24a68eadb85>

If you did not request a password reset, ignore this email and your password will not be changed.

6. Clicking on the link will bring you to this page. Enter the password you want to use and click on **Create**.

Resetting your password

Password

.....

Confirm Password

.....

**Create**

7. If your Email Address and Password are not already populated in the text boxes, do so now and click on **Log In**.

Using the link: <https://northernutahnmra.account.webconnex.com/login> once you have created/claimed your account, you will come to this page

Personal Information Registrations Logout

**Claim your account**

If you have recently made a payment, you have an account with us. To Manage your information and view your history, you need to claim your account and set a password.

**Claim My Account**

View and Manage Your Information

Email Address: gcarter1945@centur...

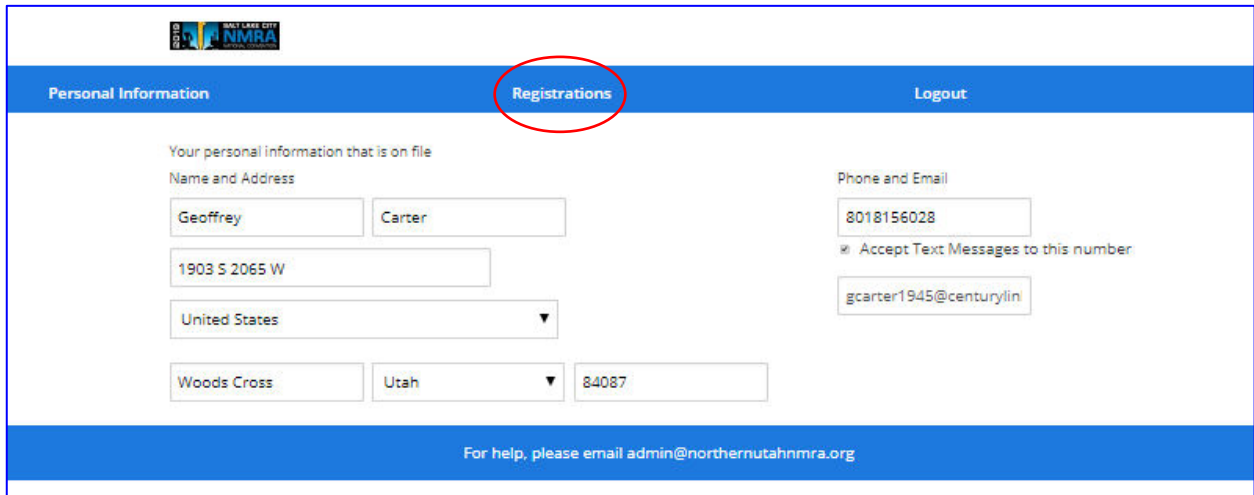
Password: .....

[Forgot Password](#)

**Log In**

For help, please email [admin@northernutahnmra.org](mailto:admin@northernutahnmra.org)

8. You are taken to the following screen where you can see your Personal Information. Check it over to see if it is correct. Click on Registrations in the blue bar.



The screenshot shows a web interface for the Northern Utah NMRA. At the top left is the logo for the 2019 Salt Lake City NMRA. Below the logo is a blue navigation bar with three tabs: "Personal Information", "Registrations", and "Logout". The "Registrations" tab is circled in red. The main content area displays "Your personal information that is on file" and is divided into two sections: "Name and Address" and "Phone and Email".

**Name and Address:**

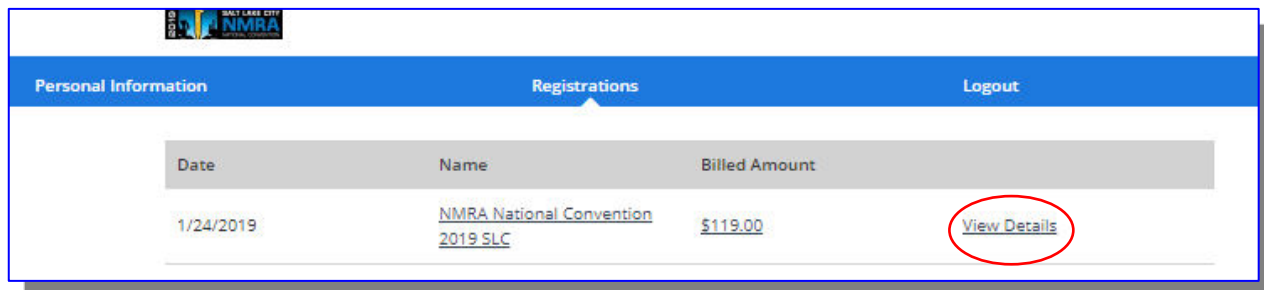
- First Name: Geoffrey
- Last Name: Carter
- Address: 1903 S 2065 W
- Country: United States
- City: Woods Cross
- State: Utah
- Zip: 84087

**Phone and Email:**

- Phone: 8018156028
- Accept Text Messages to this number:
- Email: gcarter1945@centurylin

At the bottom of the page, there is a blue bar with the text: "For help, please email admin@northernutahnmra.org"

9. I'm not sure if you will see the next screen as I had more than one registration associated with my email. You shouldn't have but one. Click on View Details



The screenshot shows the "Registrations" tab selected in the blue navigation bar. Below the navigation bar is a table with the following data:

Date	Name	Billed Amount	
1/24/2019	<a href="#">NMRA National Convention 2019 SLC</a>	<a href="#">\$119.00</a>	<a href="#">View Details</a>

The "View Details" link in the last column of the table is circled in red.

10. On the next screen shows your basic information and each registrant that you added to your account. You can **+Add Registrants** or **Edit** Registrants.

**NMRA National Convention 2019 SLC**

Personal Information      Registrations      Logout

Registration Information      **+ Add Registrant**      Print      Resend Email

Name: Geoffrey Carter  
 Address: 1903 S 2065 W  
 City, State, Zip: Woods Cross, UT 84087  
 Confirmation Number: NMRNTNLCNVNTNO960044

Items

Registrant #1	\$210.00
<b>TOTAL</b>	

Registrant #1      **Edit**      Print      Resend Email

Registration Options: Base Registration      \$119.00  
 Name: Geoffrey Carter  
 Name on Badge: Geoffrey Carter  
 Email: gcarter1945@centurylink.net  
 NMRA#: 147546  
 Non-NMRA Member Fee: No  
 Phone Number: +1 8018156028  
 Address: 1903 S 2065 W, Woods Cross, UT 84087 US

Golden Spike Collector's Pin: 1  
 HO Scale: 1      \$35.00  
 UTOCO Tank Car in HO Scale - HO Scale: 1  
 Coupon Code:  
 Tours: W1001 Music & the Spoken Word Broadcast, 7 Jul 2019

<b>TOTAL</b>	<b>\$210.00</b>
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**Linked Transactions**

Date	Type	Amount	Method	Status
9/28/2017	Charge	\$210.00	Card - VISA-8086	Completed

**Billing Information**

Billing Name: Geoffrey Carter  
 Address: 1903 S 2065 W

11. When you click on the **Edit** button for a registrant, you get this screen.

**Personal Information**      **Registrations**      **Logout**

### Edit Registrant

Registration Options \*  
 Base Registration (\$119.00)  
 Spouse Registration (\$69.00)  
 Child/Youth Registration (\$25.00)

Name \*

Name on Badge \*

Email \*

NMRA# \*

Non-NMRA Member Fee

Registration Options  
 UTA Pass

Phone Number \*

Country \*

Address \*

City, State, and Zip \*

I would like to Volunteer for:

Golden Spike Collector's Pin

2019 "Inaugural Run" Convention Logo T-Shirt

HO Scale  \$0.00/ea. [128 remaining]

N Scale Box Car  \$35.00/ea. [143 remaining]

Z Scale Box Car  \$35.00/ea. [61 remaining]

UTOCO Tank Car in HO Scale  \$40.00/ea. [43 remaining]

UTOCO Tank Car in N Scale  HO Scale - \$0.00/ea.

Coupon Code

Tours \* W1001 Music & the Spoken Word Broadcast, 7 Jul 2019 (\$0.00)

This is where you can add new items Change anything on this page that you wish. From time to time, new items will appear. You should get an email notification when this happens.

12. When you are finished making any edits, there is a **Save** button at the bottom.

The screenshot shows a registration form with the following elements:

- Item selection: "UTOCO Tank Car in HO Scale" with a quantity of 1 and a price of \$40.00/ea. (43 remaining). "UTOCO Tank Car in N Scale" is listed with a price of \$0.00/ea. and a quantity of 0.
- Coupon Code: A text input field with an "Apply" button.
- Tours: Two radio button options: "W1001 Music & the Spoken Word Broadcast, 7 Jul 2019 (\$0.00)" and "W8001 Music & the Spoken Word Broadcast, 14 Jul 2019 (\$0.00)". A "Clear Selection" button is to the right.
- Totals: "Original Total \$210.00", "New Total \$70.00", and "Refund Due (\$140.00)".
- Refund handling: A question "These changes will result in a refund due of (\$140.00). How do you want us to handle this?" with two radio button options: "Refund VISA-8086" (selected) and "Refund a different card".
- Buttons: A "Save" button and a "Cancel" button are at the bottom, with the "Save" button circled in red.
- Footer: A blue bar with the text "For help, please email [admin@northernutahnmra.org](mailto:admin@northernutahnmra.org)".

If you have added any items your credit card of record will be charged appropriately.  
If you don't have a credit card of record, it will ask you to pay by check or add a credit card.  
If you removed an item, your credit card of record will have a refund posted to it **IF** your registration is less than 120 days old.  
If you remove an item and your registration is older than 120 days, contact Geoff Carter ([gcarter1945@centurylink.net](mailto:gcarter1945@centurylink.net)) so that we can arrange to have a check issued.

13. If you are finished you can scroll to the top of the page and click on Logout.

The screenshot shows a user profile page with the following elements:

- Header: "2019 NMRA" logo.
- Navigation: A blue bar with "Personal Information", "Registrations", and "Logout" (circled in red).
- Section: "NMRA National Convention 2019 SLC".
- Buttons: "Add Registrant", "Print", and "Resend Email".
- Text: "Registration Information" and "Name: Geoffrey Carter".