ISBER Guide - Checking Your Registration

1. Log into the account you registered for the meeting under. Click on “Manage Profile”

2. Click on "Event Registrations"
3. At a glance, you can view your registration and registrations of all other guests. To view each registration, click on the 'print' button.

4. Clicking on the ‘print’ button gives you a pop-up, printable version of your registration, which includes all information you have submitted. You can view your conference ID for reference, and the number and names of the additional attendees registered.

![Image of MY EVENT REGISTRATIONS and ISBER Event Confirmation]

https://isber.site-ym.com/members/my_event_printable_view.asp?id=17ED3665-B3EC-41DD-84
5. If you would like to check what type of registration (full registration, exhibitor hall badge, one day registration, etc.), return to "Manage Profile" page and click on "Invoices"

6. Click on the button to view your detailed invoice, and pay if your balance is outstanding. Note that the automatic setting for “Filter by status” is “Open”. If you would like to view all your registrations including processed registrations, switch to “Any Status”.

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**MANAGE PROFILE**

**INFORMATION & SETTINGS**

**INVOICING, PAYMENTS & HISTORY**

**INVOICES**

Filter by status: Open

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<table>
<thead>
<tr>
<th>Order Date</th>
<th>Status</th>
<th>Name on Invoice</th>
<th>Invoice Type</th>
<th>Total</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/2015</td>
<td>Open</td>
<td>Jessica Luu</td>
<td>Event Registration</td>
<td>$1,270.25</td>
<td>$1,270.25</td>
</tr>
</tbody>
</table>

**PAY SELECTED INVOICES**