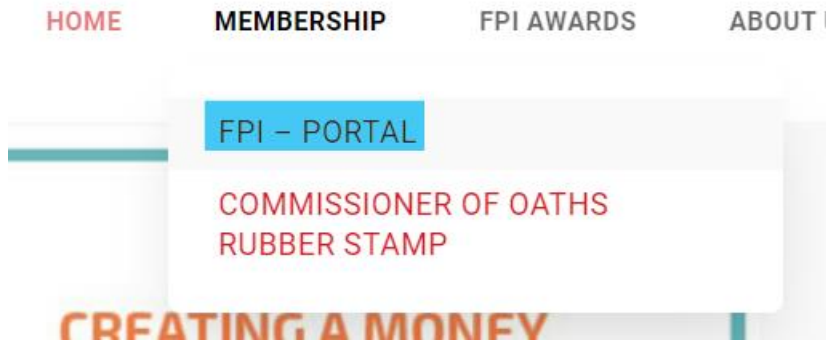


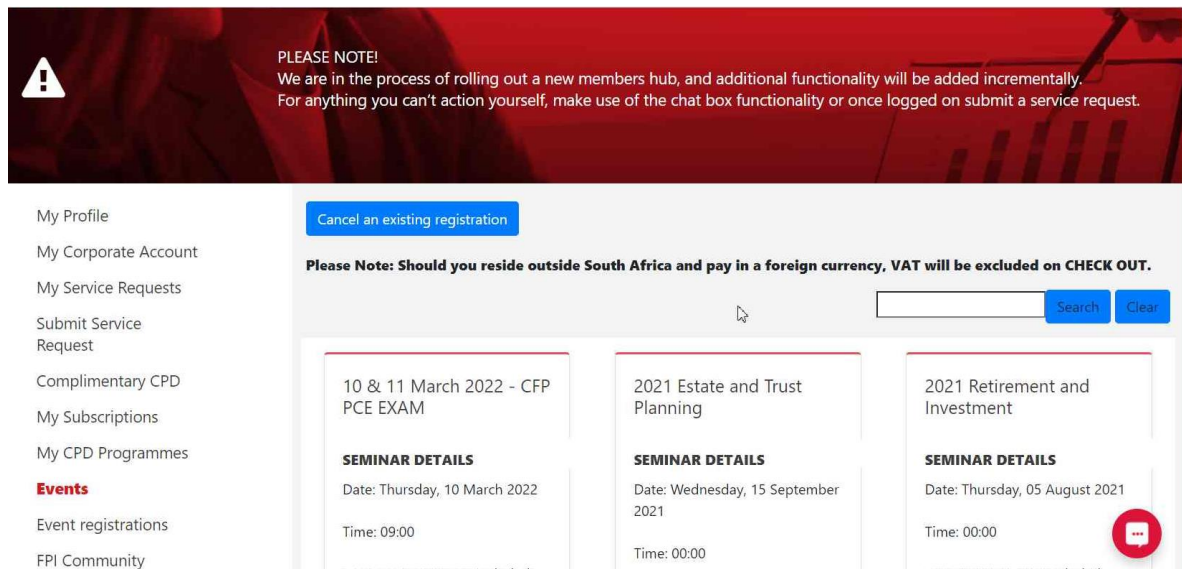
How to do a bulk registration or invoice a company for an event/webinar

Please note that this process will only work if you are an administrator of the company

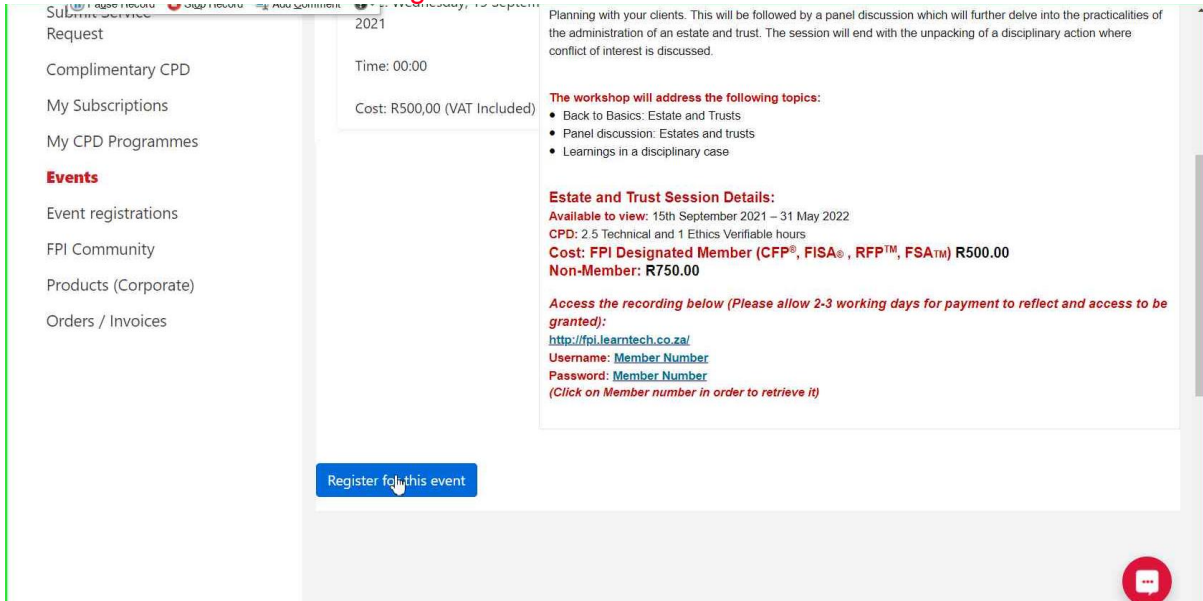
- Go to www.fpi.co.za
- Click on Membership – FPI Portal



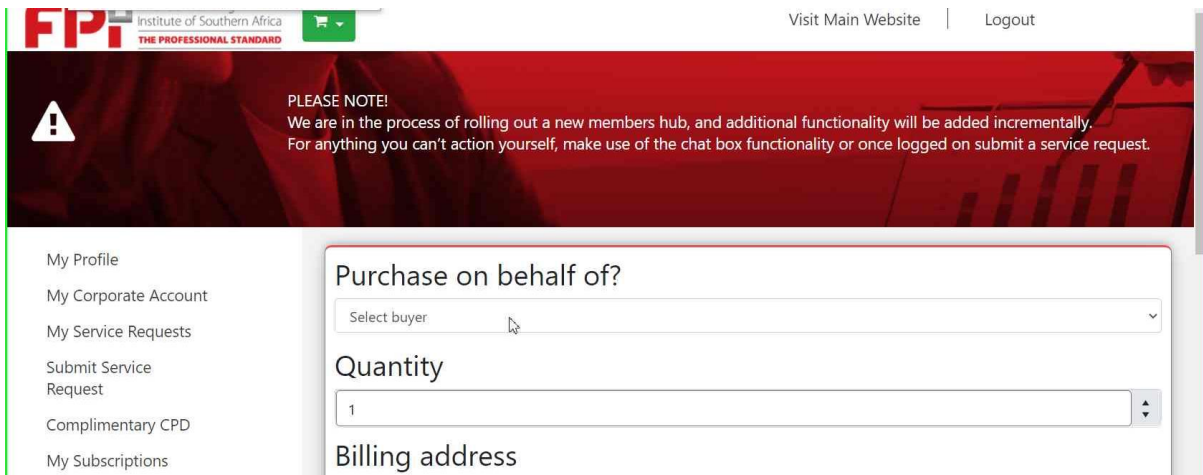
- Login using FPI login Details
- Click on 'Events' on the left-hand side



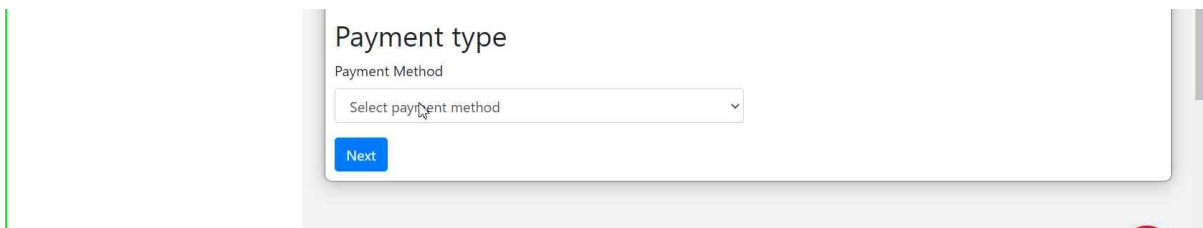
- Find event in list or search for event using search bar. Click on view details of specific event
- Scroll down and click **register for this event**



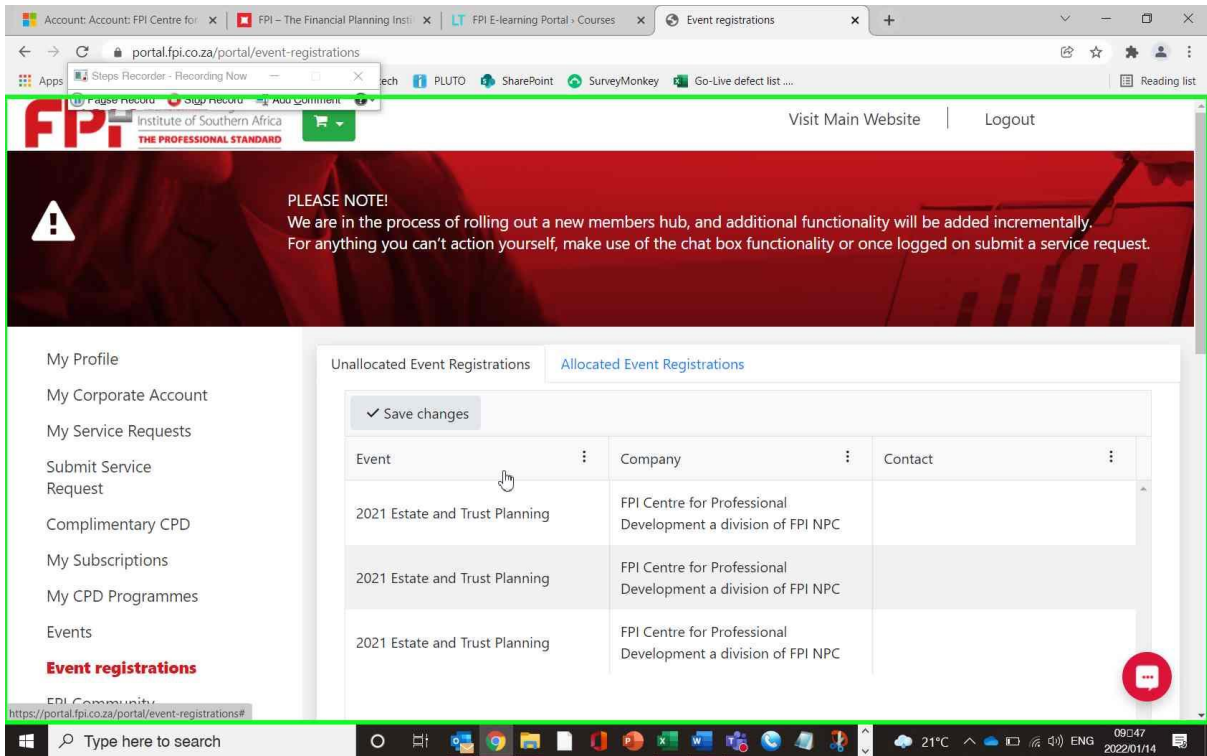
- Purchase on behalf of: Select the company name
- Quantity: This is where you add how many people you will be registering
- Make sure that billing address is correct



- Select payment method and click next



- Invoice will generate within approximately 10 minutes; you can find this under orders/invoices
- Once you have paid and we allocate the payment, log back onto the portal, and click event registrations
- It will give a list of the event name and your company; on the contact column you can go select a person who you want to register for (They need to be linked to this company)



- To make sure who is registered you can click the allocated event registrations tab, and this will give a list of registrations with event names