

# PROCEDURE - REGISTERING FOR A TRAINING SESSION OR EVENT FOR NON-MEMBERS

1 Access the portal: <https://formation.apciq.ca/#>

2 Click **Create an account** at the top right of the page.



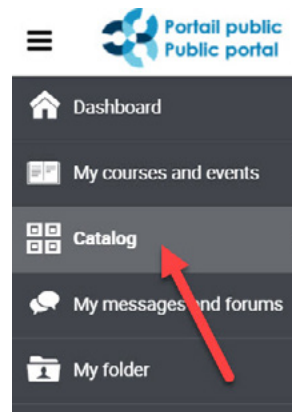
3 Enter the information requested and click **Register**.

Portal registration

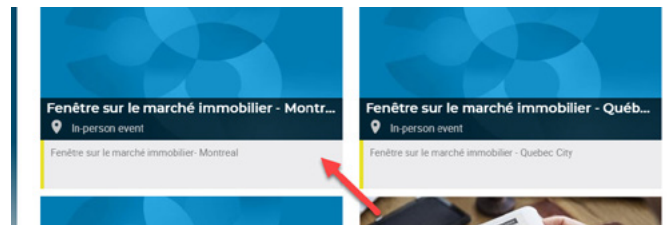
In order to create your access to the portal, please provide us with the following information:

Name *	Firstname *
<input type="text"/>	<input type="text"/>
User name *	Password *
<input type="text"/>	<input type="text"/>
Confirmation password *	Email *
<input type="text"/>	<input type="text"/>

4 In the left-hand menu, choose the option **Catalog**.



5 Locate the event in the list and click on the image.



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- 6 At the bottom of the page, click **Register**.

Starts the January 23, 2020 - 08:00 AM



- 7 Enter the information requested in the **Payment method** section.

Payment method: Credit card

Credit card

Credit card

Expiration date (MMYY)

- 8 Click **Continue registration** at the bottom of the page.



**Thank you!**  
**The QPAREB team**