



## How To: Navigate the new FEI Colorado Chapter Website

[www.feicolorado.org](http://www.feicolorado.org)

### ***Welcome!***

While the majority of the website is open, we now have certain sections – including event registration -- that are accessible only to members and strategic partners and thus will require a unique individual member login. When you log-in for the first time you will be asked to establish a password unique to you. If at anytime you are experiencing an issue with the website please reach out to Chapter Admin, [Ashley Montoya](#). Ashley can also be reached via telephone at 720-459-3796.

### **Login Information**

#### ***Member Login information***

**Username:** To login to the website for the first time you will use the email address that is listed on file for your account through national. If you are not sure what email is listed on your account, [click here](#) to verify.

**Password:** To set or reset your password [click here](#).

**Tip for Username and password:** Note that while our site is completely separate from the [FEI national](#) site both our site and the FEI national site allow users to choose any username and password for access, provided the username is not already used by another member. For simplicity, some members have chosen to use the same username and password for both sites. This is, of course, optional and totally up to you.

**Tip for updating company name, title, contact info:** All of your member personal information in our FEI Colorado Chapter member directory comes directly from FEI national and is updated monthly. If upon review of your personal information (company, title, contact info, etc.) you find anything that needs to be updated please [click here](#) to make necessary changes. Any changes you submit to FEI national will be reflected in our member files during the next monthly update.

#### ***Strategic Partner Login information***

**Username:** Your username will be whatever email address we have on file through provided by your organization. You will have to verify your email address with us before being able to receive email communications from us. If you have not received an email verification, please contact [Ashley Montoya](#).

**Default Password:** fei2018

To reset your password, [click here](#). An email will be sent to your given email address.

## Event Registration

When going to register for an event, be sure to click the “Member” account type and enter your login credentials.

### Account Login

Account Type:  
 Member  Non-Member

Email, Member ID, or Username :

Password:

[Login To Register](#)

[Forgot username/password?](#)

### Don't Have An Account?

[Continue As Guest](#)

Fill out your registration information needed. This should pre-populate from the information in your FEI national profile. If you edit fields in this form it will edit them for this registration only.



<b>*First Name</b>	<b>*Last Name</b>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<b>* Company Name</b>	
<input type="text" value="Company Name"/>	
<b>Address</b>	<b>City</b>
<input type="text" value="Address"/>	<input type="text" value="City"/>
<b>State/Province</b>	<b>* Zip/Postal Code</b>
<input type="text" value="▼"/>	<input type="text" value="0000"/>
<b>Phone</b>	<b>*Email</b>
<input type="text" value="000-000-000"/>	<input type="text" value="username@username.com"/>
<b>Special Instructions and Comments</b>	
<input type="text"/>	

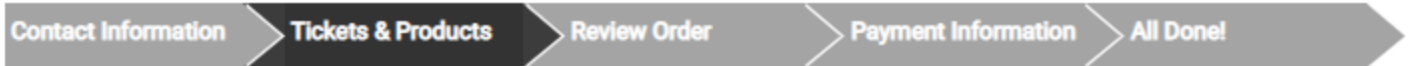
[Cancel](#) [Continue](#)

Select your ticket type:

If you are registering yourself, select “Member and Strategic Partner RSVP”

If you are registering a guest, select “Qualified Guest RSVP”

\*Please note, you can change the quantity of the ticket based on how many people you are registering.



### Added Tickets And Products

Item	QTY	Price	Total
No items have been added			

### Available Tickets

Member and Strategic Partner RSVP (\$0/each)

Qualified Guest RSVP (\$0/each)

Non-Qualified Guest RSVP (\$65/each)

Choose your dinner selection, your full name (as you would like it printed on your name badge) and your company (as you would like it printed on your name badge)

## Add Tickets

You are adding 1 ticket: Member and Strategic Partner RSVP .

Member Name

\*Dinner Choice

Please provide your full name as you would like it printed on your name badge

Please provide your company as you would like it printed on your name badge

Review purchased tickets and continue



### Available Tickets

Member and Strategic Partner RSVP (\$0/each)

Add

Qualified Guest RSVP (\$0/each)

Add

Non-Qualified Guest RSVP (\$65/each)

Add

### Added Tickets And Products

Delete			
Item	QTY	Price	Total
<b>Member and Strategic Partner RSVP</b> <i>Member ticket</i> Member: Ashley Montoya <a href="mailto:ashley@imigroup.org">ashley@imigroup.org</a>			
<input type="checkbox"/> <i>Dinner Choice Regular</i> <i>Please provide your full name as you would like it printed on your name badge</i> Ashley Montoya <i>Please provide your company as you would like it printed on your name badge</i> FEI Colorado Chapter	1	\$0.00	\$0.00

Subtotal: \$0.00

Total Registrations: 1

Order Total: \$0.00

Cancel

Continue

## Review Registration, Meeting and Order Information

Registration is complete once you reach the screen that says “Congratulations, your registration is complete for \_\_\_\_ Meeting on \_\_\_\_\_. Please print the information below for your records. A copy has also been emailed to \_\_\_\_\_.”

## Members Only Area

To access the members only area, find the “Members Area” on the top bar of the website, or the “Member Area Login” section of the home screen

The screenshot shows the top navigation bar with links: Home Page, Events, Member Area, FEI National, and Contact Us. Below the navigation bar is the FEI Colorado Chapter logo with the tagline "connecting financial executives". To the right of the logo is a search bar with the word "Search" and a magnifying glass icon. Below the logo and search bar is a secondary navigation bar with links: Home, FEI Colorado, Events, Membership, Strategic Partners, FEI National, and Contact Us. The main content area is divided into two columns. The left column is titled "Member Area" and contains a list of links: Member Information Editor, Member Directory, Surveys, Classifieds, Downloads, Add a Prospect, and View My Order History. The right column is also titled "Member Area" and contains the text "Welcome Ashley Montoya." followed by a "Log Out" button.

Here you will find some very valuable information

**Member Directory:** Search for other FEI Colorado members to connect (not accessible by strategic partners)

**Surveys:** Complete surveys for events you have attended

**Classifieds:** Job posting announcements (currently under construction)

**Add a Prospect:** Add someone to our distribution lists that may be interested in attending upcoming chapter events

**View My Order History:** View previous event registrations, pay any balances dues, and request refunds