



## Registrant 4 Step Process

**Step 1**---The participating person should start the registration by selecting the appropriate type

- (1) Residents and Fellows
- (2) Preceptors and Sponsors

**Step 2**---Complete the following pages – please be aware that you have access to your registration information after you make your payment and finish the process.

- Personal Information
- Residents and Fellows / Preceptor and Sponsor
- Lodging and Travel

**Step 3**---On the **Check-Out Page**, you can select your payment

(1) Credit Card- Payment will be taken and your information will be saved, without payment your information will not save

(2) **Custom Payment Option**- Pay by 3<sup>rd</sup> Party – **SELECT**, this will save your information for the third party to enter at a later time and make payment.

Log out.

**Step 4**---Give the following information to the 3<sup>rd</sup> party making the payment

- Website: <http://wsc-rx.org>
- Registration type
- Registrant user email
- Registrant user password

## 3<sup>rd</sup> Party Payment Process

**Step 1**---Select Registration, enter registrant email, enter registrant password.

**Step 2**---**Select Make Payment**; your credit card account information cannot be accessed by anyone who logs-in the future.

**Step 3**---**Print receipt** (an automatic confirmation email will be sent to the individual who is registered)

If you have any questions please Contact the Western States Conference office at 209.946-2364.