



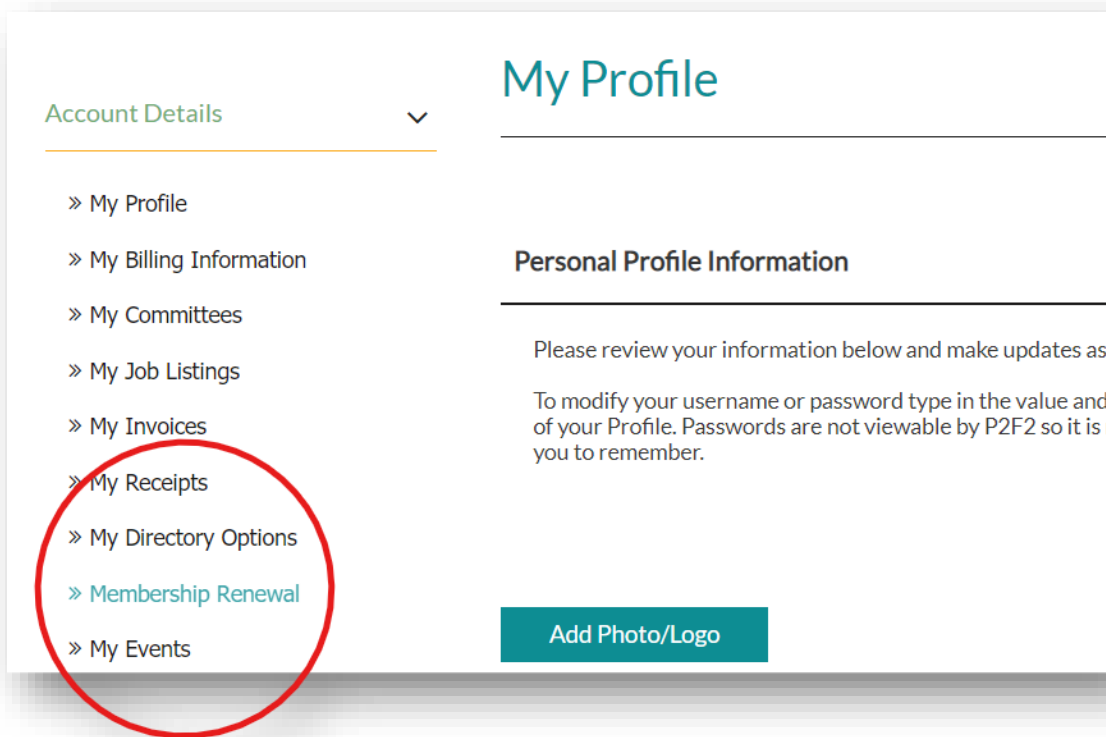
## How to Register for the 2024 P2F2 Conference

To register for the P2F2 conference, attendees will need to login to the P2F2 website. Since registration is open to non-members this year, please follow the instructions in Step 1 below that correspond to your situation.

### Step 1: Be enrolled in the P2F2 membership system

A. **Active Members.** If you are an active P2F2 member, go directly to Step 2 below.

B. **Nonmembers.** If you were enrolled as an APPFA member or a nonmember in 2023, you must first renew your membership for 2024. To do so, login to the P2F2 website and click on “Renew Membership” on the sidebar menu and then on “Renew with Existing Member Type.” There is no cost to renew your APPFA or nonmember membership for 2024. If you would like to become a P2F2 member for \$300, login to the P2F2 website and click on “Renew Membership” and then on “Renew with a Different Member Type” and select “Individual – Active” as the Membership Option.



C. **Former Members – Expired Membership.** If you were a P2F2 member in 2023 and did not renew your membership in 2024, you can either renew your membership (\$300) and then register for the conference as a member, or register for the conference as a nonmember (but pay an additional \$300 registration fee). The total cost is the same, but if you register as a nonmember, you will lose out on the benefits of membership. Your username and password are still valid in the P2F2 membership system. To renew your membership, login to the P2F2 website and at the sidebar menu click on “Membership Renewal.” If you don’t remember your username/password, contact us at [information@p2f2.org](mailto:information@p2f2.org) and let us know you are a former member.

**Note:** If you are becoming a new member or renewing your membership as an active P2F2 member, Follow the prompts and then click either “Register & Pay Online” to pay with a credit card, or “Register & Bill Me” to receive an invoice and pay by check. To receive the Member conference registration rate, you must renew your membership before you register for the conference. Once your membership is renewed, go to Step 2 below.

**D. Brand New Members.** If you have never been enrolled in our membership system, you must first enroll in our system to obtain a username and password. To do that, go to [www.p2f2.org](http://www.p2f2.org) and click on “Membership” and then either “Member Enrollment” or “Nonmember Enrollment.”

If you work for a public pension plan in North America, you qualify for membership and are encouraged to become a member before registering for the conference. The cost of becoming a member is \$300, but the cost of the conference is \$300 less than it is for nonmembers. You’ll click on “Member Enrollment” to proceed, then click on the link to enroll as a new member, and then under “Membership Options” select “Individual – Active.”

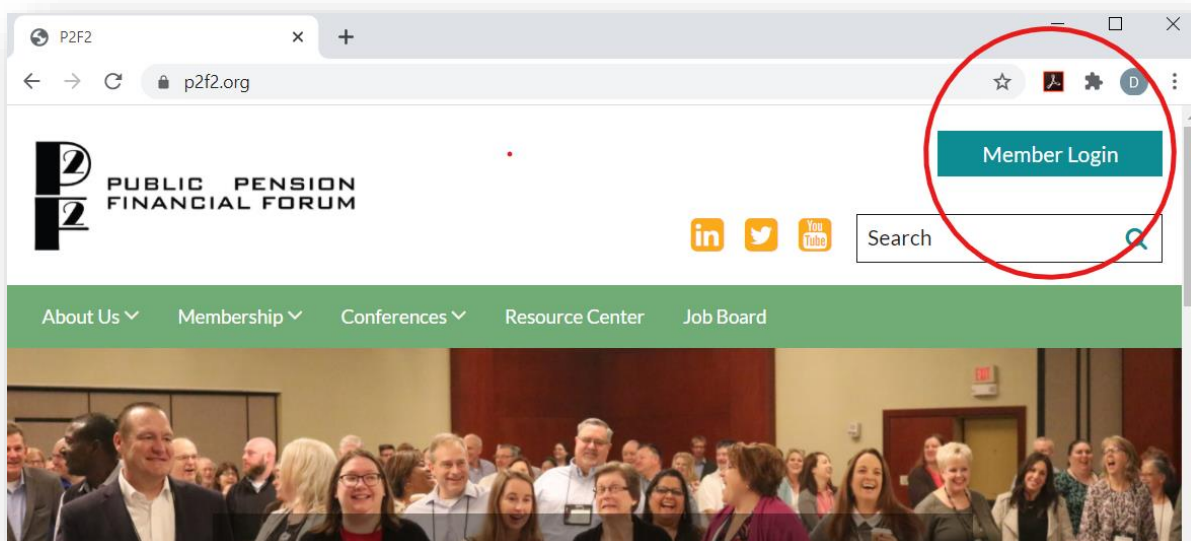
If you work for a governmental agency, nonprofit or educational institution and interact with public pension plans, you qualify for an Associate membership. The cost of becoming an associate member is \$300, but the cost of the conference is \$300 less than it is for nonmembers. You’ll click on “Member Enrollment” to proceed, then click on the link to enroll as a new member, and then under “Membership Options” select “Associate.”

If you want to attend the conference without becoming a member, click on “Nonmember Enrollment” to proceed. There is no cost to become a “nonmember”, but the cost of the conference is \$300 more expensive than it is for members. After you click on “Nonmember Enrollment” you’ll click on the link at the bottom of the page, and then under “Membership Options” select “Nonmember.”

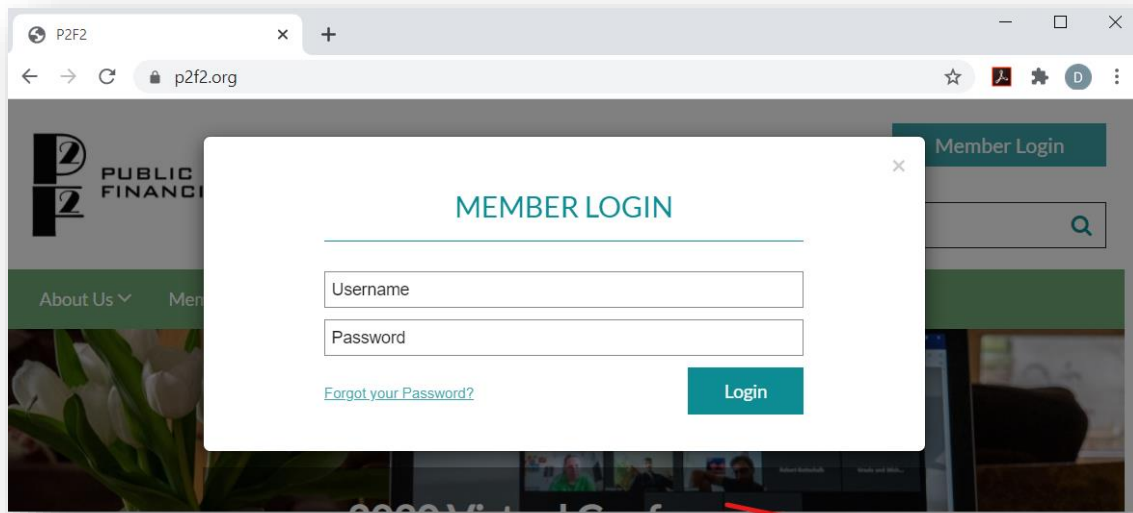
Follow the prompts and fill out the information requested. You’ll be able to create your own username and password during the process.

## Step 2: Log in to the P2F2 website

At the P2F2 website home page ([www.p2f2.org](http://www.p2f2.org)), click on the “Member Login” button at the top of the page.



At the prompt, enter your username and password.



Note: If you do not remember your username and/or password, click on the “Forgot your Password?” link on the Member Login screen (shown above). You will see the following prompt:

## Retrieve Your Username And Password

Please enter the email address associated with your account. An email will be sent with your username and a temporary password.

Email Address:

I'm not a robot

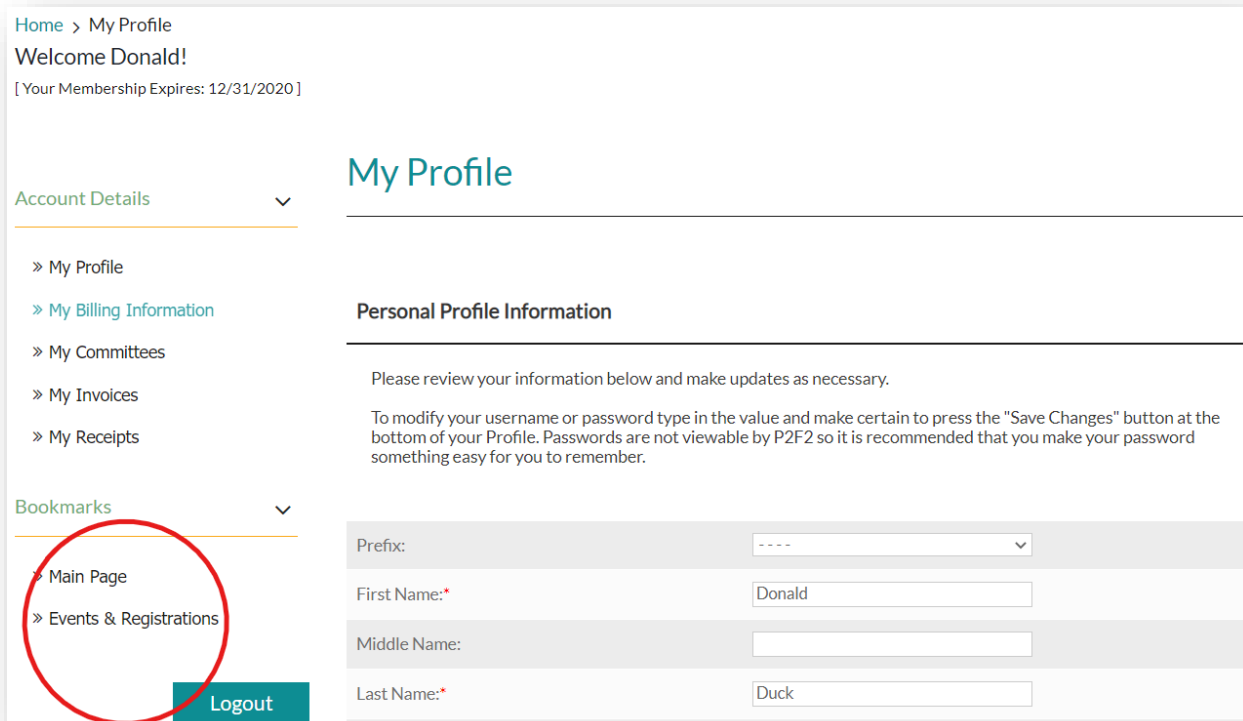


reCAPTCHA  
Privacy - Terms

Retrieve Username and Password

Enter your email address. If it matches the email address in our system, we will send you your username and password. If you do not receive an email from P2F2, contact us at [information@p2f2.org](mailto:information@p2f2.org).

### Step 3: Once you have logged in, click on “Events & Registrations”



Home > My Profile  
Welcome Donald!  
[Your Membership Expires: 12/31/2020]

## My Profile

Account Details

- » My Profile
- » My Billing Information
- » My Committees
- » My Invoices
- » My Receipts

Bookmarks

- » Main Page
- » Events & Registrations

Logout

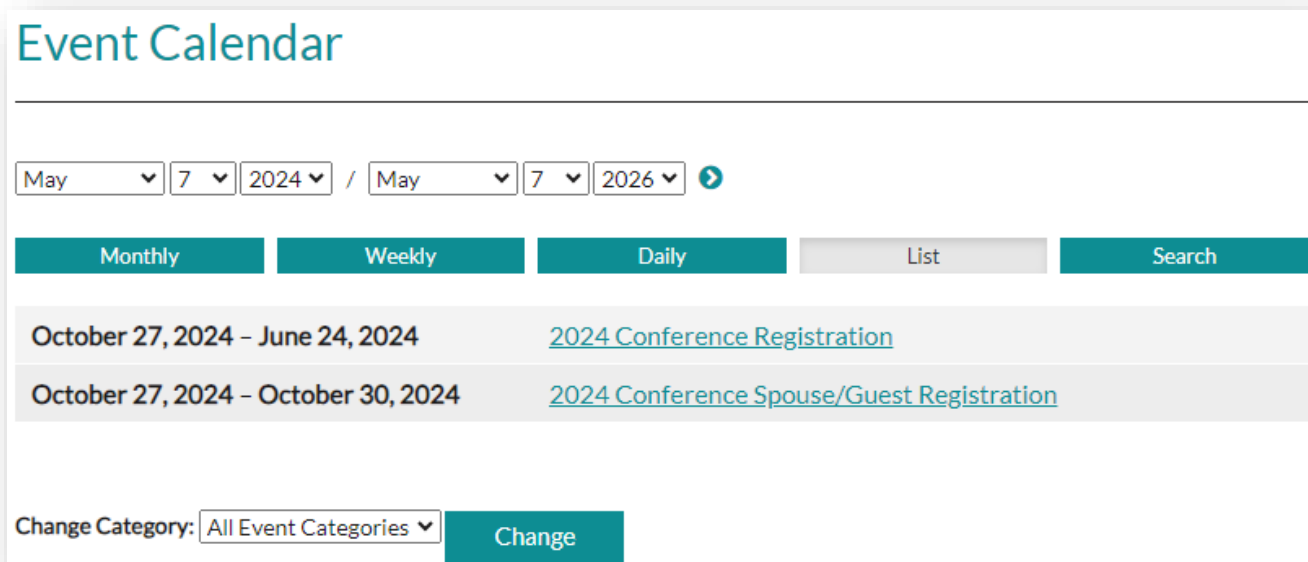
### Personal Profile Information

Please review your information below and make updates as necessary.

To modify your username or password type in the value and make certain to press the "Save Changes" button at the bottom of your Profile. Passwords are not viewable by P2F2 so it is recommended that you make your password something easy for you to remember.

|              |        |
|--------------|--------|
| Prefix:      | ----   |
| First Name:* | Donald |
| Middle Name: |        |
| Last Name:*  | Duck   |

When you click on “Events & Registrations” you will be brought to the Event Calendar. You can also get to the Events Calendar by scrolling to the bottom of the P2F2 website home page.



## Event Calendar

May 7 2024 / May 7 2026

Monthly Weekly Daily List Search

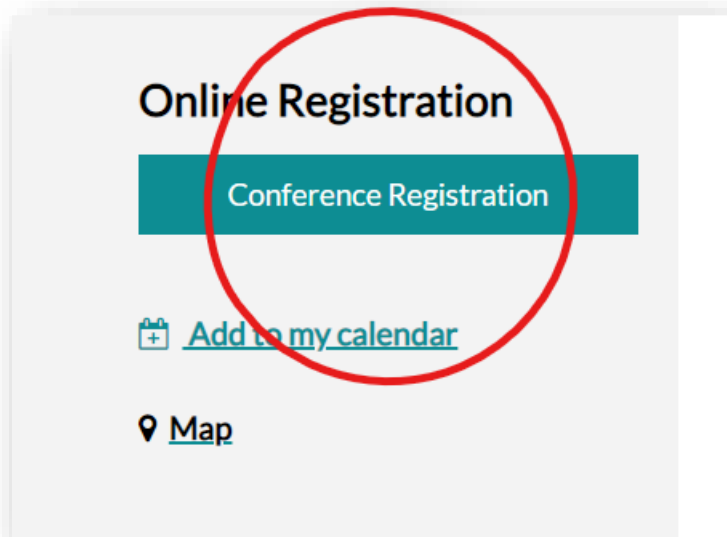
|                                     |   |
|-------------------------------------|---|
| October 27, 2024 - June 24, 2024    | <a href="#">2024 Conference Registration</a>              |
| October 27, 2024 - October 30, 2024 | <a href="#">2024 Conference Spouse/Guest Registration</a> |

Change Category: All Event Categories Change

### Step 4: Click on “2024 Conference Registration” to register for the conference.

To register for the conference, click on the “2024 Conference Registration” link. The other link (“2024 Conference Spouse/Guest Registration”) is to register your spouse or other guest to attend the networking events on Sunday and Tuesday evening. More information about that option is found later in this document.

After you click on “2024 Conference Registration” you’ll be brought to a page that contains quite a bit of information about the conference. Please read through that information before continuing. Once you have read everything, click on “Conference Registration.”



**Step 5: Fill out the registration information requested on the 4 tabs.**

A screenshot of a registration form with five tabs: "My Information", "Responses", "Pricing", "Sessions", and "Summary". The "My Information" tab is active. Below the tabs is a message: "Please fill in all the required fields before proceeding with registration. If the information is pre-filled, please check it for accuracy before proceeding." Below this is a form with the following fields:

|                        |                |                       |        |         |
|------------------------|----------------|-----------------------|--------|---------|
| * First Name           | Middle Name    | * Last Name           | Suffix | Title   |
| Dave                   |                | DeJonge               |        | Retiree |
| * Organization         | * Phone        | * Email               |        |         |
| Public Employees Retir | (763) 331-1706 | dedejonge@comcast.net |        |         |

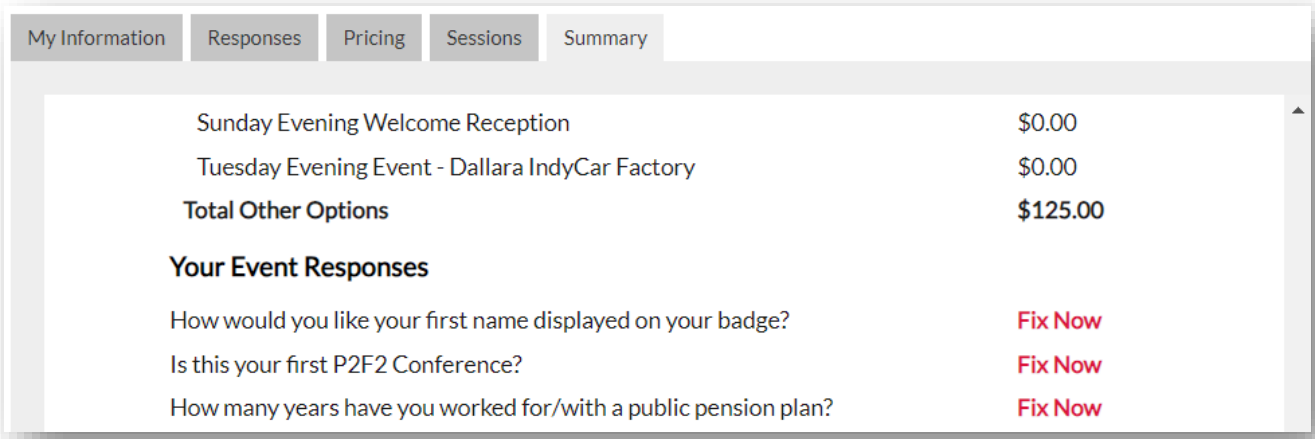
At the bottom of the form is a "Next" button.

Information on the first tab (“My Information”) should be pre-filled. Please check it for accuracy. If information needs to be changed, please change it, and also notify the registrar at [information@p2f2.org](mailto:information@p2f2.org). Click “Next” to continue to the next tab.

On the 2<sup>nd</sup> tab (“Responses”), please answer the questions. Some of the answers are required, others are optional. When done, click “Next” to continue to the next tab.

The 3<sup>rd</sup> tab (“Pricing”) just shows the cost of your selection. The cost depends on whether you are a member or not, and whether you are registering before or after the early bird deadline date. You can still back out and start over if the price doesn’t match what you think it should be.

The 4<sup>th</sup> tab is a summary of the information you provided. If you have not yet provided all the required information, you will see notices on this page that say, “Fix Now” or “Choose One.”



The screenshot shows a navigation bar with five tabs: "My Information", "Responses", "Pricing", "Sessions", and "Summary". The "Summary" tab is active. Below the tabs, there is a table of items and their costs:

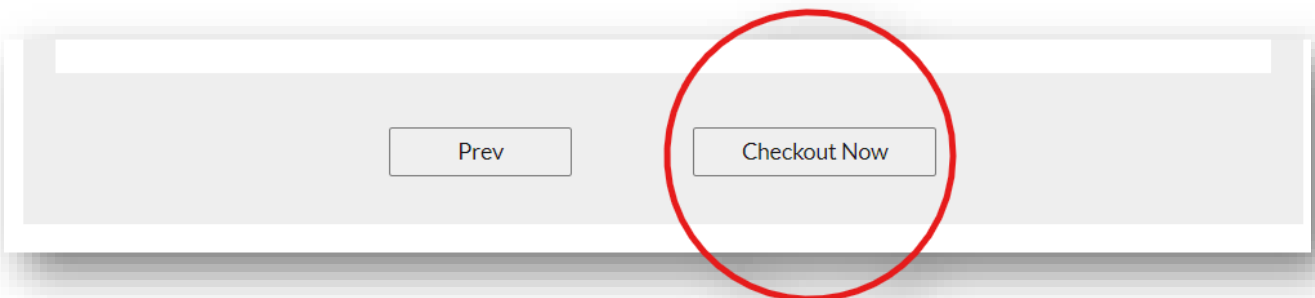
|   |                 |
|---|-----------------|
| Sunday Evening Welcome Reception                | \$0.00          |
| Tuesday Evening Event - Dallara IndyCar Factory | \$0.00          |
| <b>Total Other Options</b>                      | <b>\$125.00</b> |

Below the table, there is a section titled "Your Event Responses" with three questions, each followed by a red "Fix Now" link:

- How would you like your first name displayed on your badge? [Fix Now](#)
- Is this your first P2F2 Conference? [Fix Now](#)
- How many years have you worked for/with a public pension plan? [Fix Now](#)

To complete the missing information, click on the red “Fix Now” text and you will be brought back to the tab that needs to be completed.

Once all required data is entered, you will see a button on the bottom of the page that says, “Checkout Now.” Your registration is not complete until after you checkout.



The screenshot shows a navigation bar with two buttons: "Prev" and "Checkout Now". The "Checkout Now" button is circled in red, indicating it is the focus of the instruction.

## Step 6: Checkout

Once you click on “Checkout Now” a new “Checkout” tab will appear.

| Line Item  | Qty | Unit Cost  | Total Cost      |
|--|-----|------------|-----------------|
| Registration Fee - All Days                          | 1   | \$550.00   | \$550.00        |
| Early Bird Discount                                  | 1   | \$(100.00) | \$(100.00)      |
| Pre-conference with lunch                            | 1   | \$125.00   | \$125.00        |
| Monday Breakfast                                     | 1   | \$0.00     | \$0.00          |
| Tuesday Breakfast                                    | 1   | \$0.00     | \$0.00          |
| Wednesday Breakfast                                  | 1   | \$0.00     | \$0.00          |
| Monday Lunch   | 1   | \$0.00     | \$0.00          |
| Sunday Evening Welcome Reception                     | 1   | \$0.00     | \$0.00          |
| Tuesday Evening Event - National Constitution Center | 1   | \$0.00     | \$0.00          |
| <b>Total Due</b>                                     |     |            | <b>\$575.00</b> |

You have two options for payments—either pay now with a credit card or request an invoice and pay later with a check/warrant or credit card. If you click on “Pay with Credit Card” you will be brought to a screen that will allow you to pay now. Once you have paid, you will receive a confirmation email from our system. If you click “Pay from Invoice” our system will email an invoice to you. As noted above, your registration is not complete until you click on either Pay with Credit Card or Pay from Invoice. Payments are due by October 4, 2024.

## Step 7: Register your spouse or other guest

If you would like to bring your spouse or other guest to the Sunday welcome reception or the Tuesday night dinner reception at Dallara IndyCar Factory, you can do that by logging into the P2F2 website then clicking on “Events & Registration” on the sidebar menu (see Step 3 above). Click on “2024 Conference Spouse/Guest Registration” and follow the prompts to register your spouse or guest. The cost is \$25 for the Sunday welcome reception and \$80 for the Tuesday night event. Guests are not invited to attend conference sessions or lunches.

If you ever have any questions, contact P2F2 at [information@p2f2.org](mailto:information@p2f2.org) for help.