



# GEORGIA PROCUREMENT CONFERENCE 2019

Procurement...Engaging to Serve



## Conference Tracker Registration Instructions - Attendees

Here are step-by-step instructions of how to register for the 2019 Georgia Procurement Conference.

This year's registration is hosted by Engineerica Conference Tracker. Once you enter the website, you will see this registration landing page. Click **"Register as Attendee."**

The screenshot shows the registration landing page for the Georgia Procurement Conference 2019. At the top, there is a banner image of a modern building. Below the banner, the text reads "Georgia Procurement Conference 2019" in orange, followed by the tagline "Procurement...Engaging to Serve!". The center of the page features the Georgia Procurement Conference logo and the DOAS GPC logo. Below the logos are two buttons: a blue button labeled "REGISTER AS ATTENDEE" with a graduation cap icon, and a grey button labeled "REGISTER AS EXHIBITOR" with a person icon. At the bottom left is the Conference Tracker logo, and at the bottom right is the website URL "www.engineerica.com/conferencetracker".

On the next page, you will enter details for yourself or the attendee for whom you are completing this form. Please use a government email address to register.



The form is titled "Attendee Registration for Government Employees" and includes a header image of a modern building. Below the title, it states "Fields marked with (\*) are mandatory". The form contains the following fields:

- First name (\*)
- Middle name
- Last name (\*)
- Preferred First Name on Badge (\*)
- Email (\*)
- Agency (\*)
- Title (\*)
- Business Address (\*)
- Business Address 2
- City (\*)
- State (\*)
- Zip Code (\*)
- Work Phone (\*)
- Work Mobile

*\*Please note: If you are an administrator registering on behalf of another individual, you must enter **THEIR** Employee Id number.\**

Local Or State Government ID only below

Employee ID (\*)

Within 90 days of the conference completion, attendee information will be uploaded into the Learning Management System (LMS). Attendees will also have the capability to print off their training sessions and contact hours from the LMS.

Select "YES," if you would like more information about getting registered on the DOAS Learning Management System.

If not currently registered into DOAS Learning Management System(LMS), would you like information on how to register?

LMS registration  Yes  No

If you are completing registration for a group of people, you will be prompted to add an attendee on the **NEXT** page.

NOTE: IF YOU ARE REGISTERING ADDITIONAL ATTENDEES FROM YOUR AGENCY, YOU WILL ADD THEM ON THE FOLLOWING CONFIRMATION SCREEN BY CLICKING THE "ADD ANOTHER REGISTRATION" BUTTON AT THE BOTTOM AND FILLING IN ALL REQUIRED INFORMATION.

Two attendees from each State Entity are sponsored by State Purchasing. Sponsorship Codes are sent to the CFO for the entity; sponsored attendees will need to coordinate their registration with the CFO. Sponsored Registration closes **March 1, 2019**.

## Sponsorship Code

---

DOAS is sponsoring up to two state procurement professionals from each agency, technical college and university subject to the state procurement rules and regulations. Instructions on registration of those individuals have been sent to the CFO of each entity. Please select from the options whether the above registrant is sponsored.

Registration Type (+)     Sponsored - \$0

The accepted payment methods for GPC 2019 Registration are: **Credit Card, ACH Payment, or Agency Check.**

Before continuing to your order confirmation, please review this page for instructions on payments via ACH Payment and Agency Checks. This page will also include details about our **Refund Policy**.

## Remittance Information

---

ACH PAYMENT: Preferred method of payment is via credit card through PayPal. If you do not have a credit card, you may request an invoice to pay by ACH in the system prior to March 31, 2019. Below you will find banking information related to ACH type payments. Please contact Eligia Familia at 404-651-5035 or via email at [Eligia.familia@doas.ga.gov](mailto:Eligia.familia@doas.ga.gov) if you need assistance with the ACH payment process. Payment must be received within 10 days of registration. Registrations requested after March 31, 2019 will need to pay with a credit card.

Account Name: State of Georgia Department of Administrative Services

Account Number: 510933638

ABA/ACH Number: 044000037

Bank Information:

JP Morgan Chase Bank, NA

3475 Piedmont Rd NE, Floor 18 Atlanta, GA 30305

Payment confirmation should be sent to [accounts.receivable@doas.ga.gov](mailto:accounts.receivable@doas.ga.gov).

## Check Payment

---

CHECK PAYMENT: Check should be mailed to the following address:

State of Georgia Department of Administrative Services

Fiscal Services Department

200 Piedmont Ave

Suite 1820 West Tower

Atlanta, Georgia 30334

## Payment

---

Once you click "Ok, Continue" button below, the system will proceed to gather any sponsorship code on the next confirmation screen. If you choose to go through the ACH Payment or Check Payment process then proceed with clicking "Confirm" button on the confirmation screen, you will be redirected to the PayPal site. When the PayPal site opens, simply close the browser; DOAS will review your pending registration and issue an invoice.

Payment Type (\*)     Credit Card  
 ACH Payment  
 Agency Check  
 Sponsored

Proceed to your Order Confirmation by clicking, “**Ok Continue**,” at the bottom of the page.



On the confirmation page, you can choose to add other attendees. Click the “**Add Another Registration**” button.

You will be redirected to a new Attendee Registration page and enter attendee details as before.

A registration summary form. At the top, it shows "Registration Fee" for "\$ 350". Below that is a "Discount coupon" field with the placeholder text "If you have a valid one" and a blue "Validate" button. A horizontal line separates this from the "Total:" section, which also shows "\$ 350". Below the total is a "Enter captcha code" section featuring a captcha image with the characters "3E8IPX" and the text "Code is not case sensitive" above an empty input field. At the bottom of the form are four buttons: "Confirm" (blue), "Add another registration" (grey), "Go back" (grey), and "Cancel" (grey).

Once all attendee registrations have been entered, confirm that all names and email addresses are correct. *\*Each attendee will receive an email confirming their registration.\**

On this page, you can enter applicable Sponsorship codes and click validate.

*\*Each entity is allowed two sponsored attendees ONLY. Once these codes are applied, all other registrant fees will appear as Non-Sponsored Registration.\**

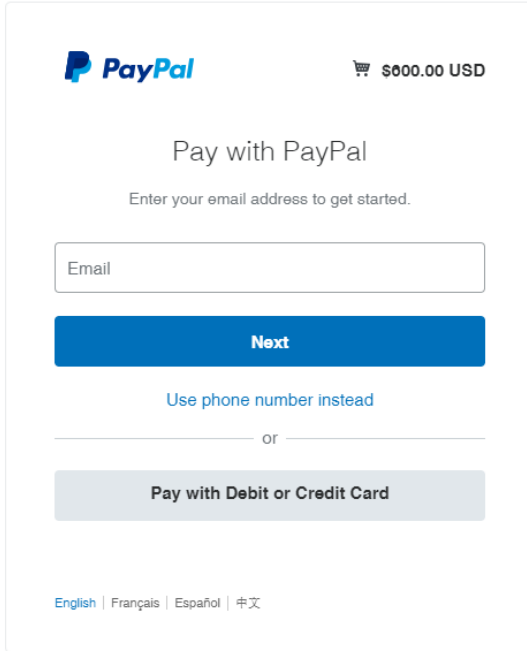
Enter the captcha code and click “**Confirm**” to proceed to PayPal.

If paying via **ACH Payment** or **Agency Check**, close out PayPal’s screen and proceed to follow the instructions listed on the Attendee Registration Page.

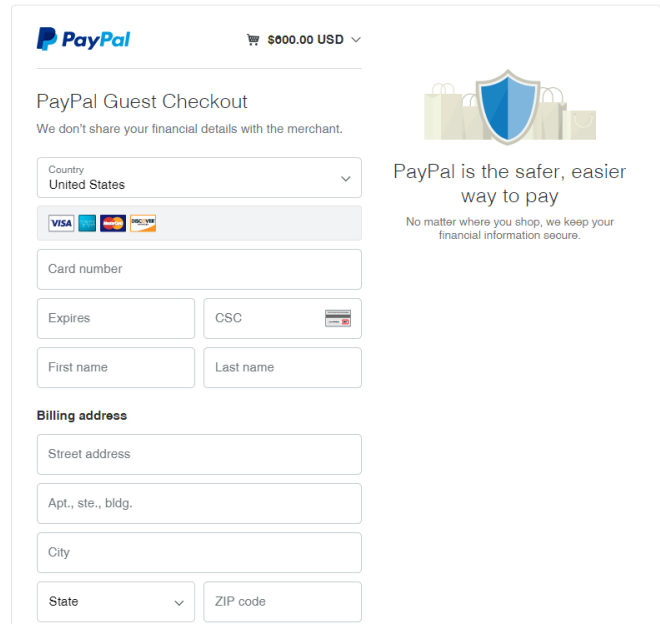
You will receive an email stating that your Registration has been accepted and is awaiting payment before being finalized.

Once your payment is approved, you will receive an email confirming your registration and processed payment.

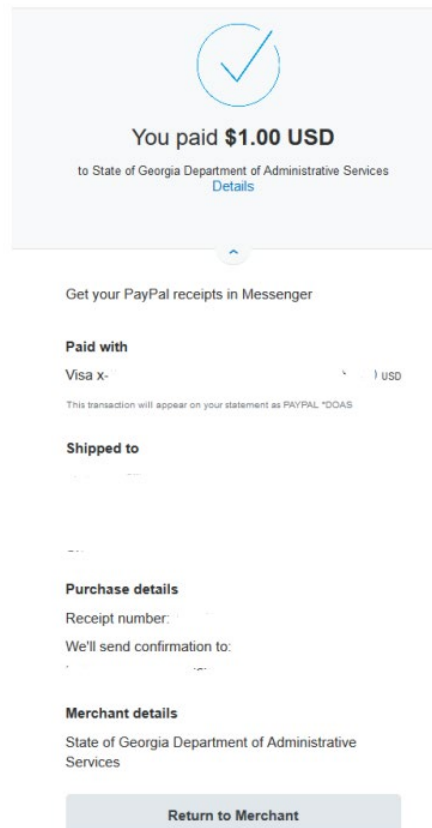
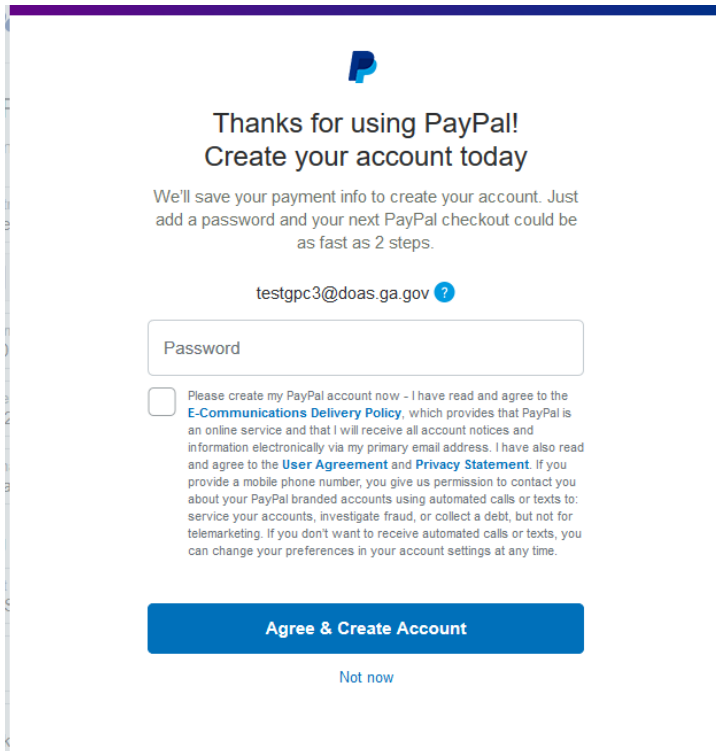
If paying with **Credit Card**, Conference Tracker will redirect you to PayPal. Click **“Pay with Debit or Credit Card,”** to enter your billing details.



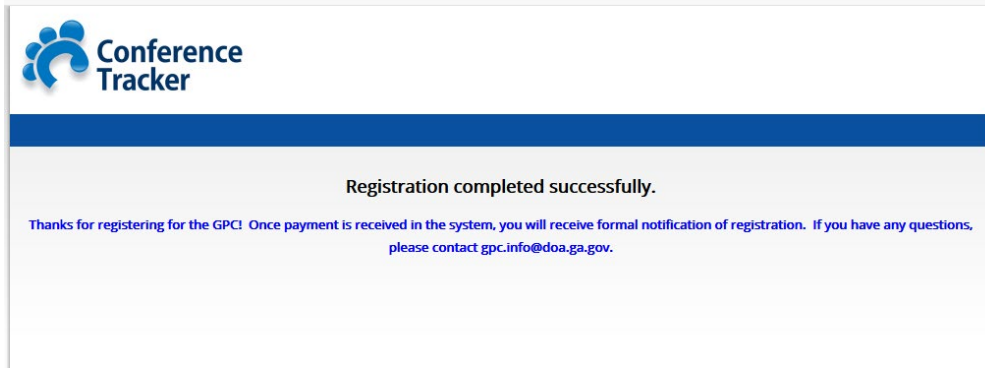
State of Georgia Department of Administrative Ser...



Once billing details are submitted, PayPal will prompt you to create an account. Click **“Not Now”** to proceed to the order summary.



After reviewing your order summary, click **“Return to Merchant”** to be redirected to the Conference Tracker confirmation page.



You will receive an email confirming your registration and processed payment.

To begin registration, visit <http://doas.ga.gov/state-purchasing/georgia-procurement-conference/georgia-procurement-conference-2019/state-local-government-registration/state-and-local-government-registration>.

Be sure to download the **Conference Attendee App** for conference announcements and updates!

