



44th Annual Conference

Naples Grande Beach Resort
475 Seagate Drive
March 3 – 5, 2019

Sponsor Registration Instructions When All Company Attendees are Registered at the Same Time

Go to the AIFA web site – www.aifa-insurance.com
Go to the third paragraph of the Welcome Page and Click Here.
Enter the required Registrant Information and select Sponsor from the drop down menu.
Follow the prompts.
When you get to the final page, click the ADD PERSON button.
Enter the required Registrant Information and select Sponsorship Complimentary.
Follow the prompts.

Sponsor Registration Instructions When Company Attendees are Not Registered at the Same Time

First registrant will enter the required Registrant Information and select Sponsor from the drop down menu.
Follow the prompts.
When you get to the final page, click on FINISHED ADDING PEOPLE button.

The 2nd, 3rd, and 4th registrants will need the email address and confirmation number of the first registrant then they will need to:

Go to the AIFA web site – www.aifa-insurance.com
Go to the third paragraph of the Welcome Page and Click Here.
At the top of the page click ALREADY REGISTERED.
Enter **first registrants email address and confirmation number** then click OK.
On the left side of the page click on MY GROUP button.
Then click on the ADD Person button and follow the prompts.
When you get to the final page, click on the FINISHED ADDING PEOPLE button.