



Registration Tips For Montana's ePass Registration System

There are two options for registration:

- **Full registration** at \$100 through February 10; \$125 after that date. This includes all sessions as well as the Thursday and Friday luncheons.
- **Awards Luncheon only** -- \$20. Registration must be received by February 17.

Email – please enter this carefully. It is our primary means to communicate with you prior to the conference.

Special Needs – If you have needs for any special assistance for hearing, mobility, visual or other, please enter the information in this box. We must have this information by Friday, February 17 to ensure that we can accommodate the need.

Sessions – Please check the sessions you plan to attend. Check only one session for concurrent presentations. You may notice that each session listed has a \$0 in the cost column. This is because it is included in your full conference registration fee. You may change your selection onsite but this will help us assign rooms and obtain sufficient copies of any handouts.

Payment Options – Please disregard Payment Option 2. It does not apply to the ServeMontana Symposium.

Payment Methods

- **Credit cards** accepted are Visa, MasterCard and American Express.
- **Check** – Please note the name(s) of individuals being registered on the check. Make check payable to OCS Serve Montana and mail to PO Box 200801, Helena, MT 59620-0801.
- **InterUnit Journal** – This is a method of payment for state agencies only.
***Please note:** If you are a state employee using this method of payment you must print the registration and set up the process for the payment. The system does not initiate payment.*
- **Payment Coupon** – Disregard. The Symposium does not have payment coupons.

Are You Registered? After completing the information on payment method your final screen should verify that you are registered or that registration has failed. **Please print this final screen for your records.**

Questions? Contact Gail at gailb@mt.net or 406-442-4141.