



## Registration Tips For Montana's ePass Registration System

### Registration Types

- **Full Registration** – Includes all Early and Regular registration. The Early rate is \$100 and ends on February 13. The Regular rate is \$125 and ends on February 22. This includes all sessions as well as the Thursday and Friday luncheons.
- **Awards Luncheon only** – \$20. Registration must be received by February 22.
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- **OCS Commissioners** – If you are a Commissioner on the Montana Commission for Community Service you will select this option.
- **Speakers** – If you have been asked to present during one of the trainings and wish to register for the conference you will select this option.

**Group Registrations** – If you are registering multiple people for the conference then this feature allows you to enter your credit card information only once. Please note that you will need to make breakout session selections for participant you are registering.

**Email Address** – please enter carefully, this is our primary means of communication.

**Special Needs** – If you need special assistance (hearing, mobility, visual, etcetera), please enter your request in this box. Information must be submitted by Friday, February 22 to ensure accommodations can be met.

**Sessions** – Please select the sessions you plan to attend. For session descriptions view the conference agenda at [serve.mt.gov](http://serve.mt.gov). You may notice each session lists \$0 in the cost column; sessions are included in the full conference registration fee.

**Payment Options** – Payment Option 2 does not apply to the ServeMontana Symposium.

### Payment Methods

- **Credit Cards** – Accept Visa, MasterCard, and American Express.
- **Check** – 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.
- **eCheck** – Similar to “check” but does not require mailing a physical check.
- **InterUnit Journal** – Not applicable; state agencies should pay by check or credit card.
- **Payment Coupon** – Not applicable.

**Are You Registered?** After completing the information on payment method the final screen will verify you are registered or that registration has failed.

**Important! Please print the final screen for your records, this is your only confirmation.**

**Questions, Contact:** Tony Dean 406-444-1809 or Katie Gallagher 406-444-1718