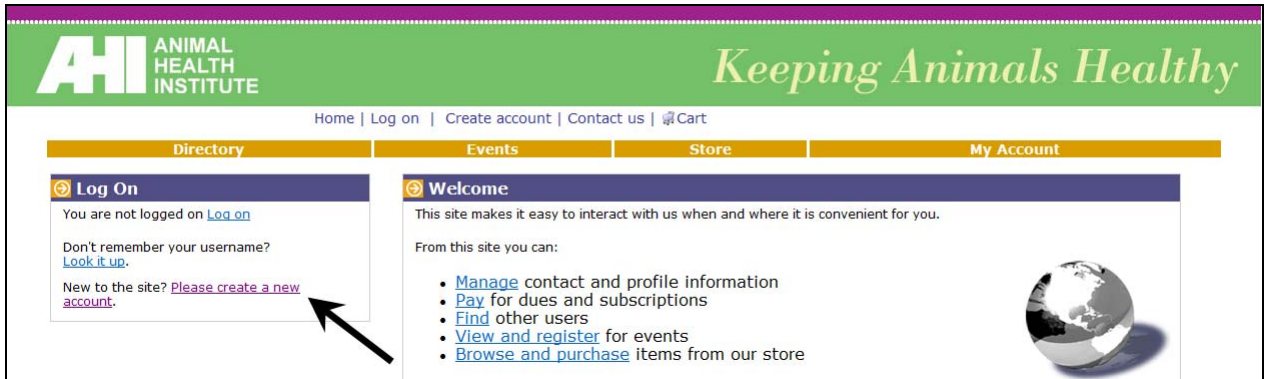


## Creating an Account to register for AHI Events

At the ecommerce.ahi.org homepage, click on “Create Account” or “Please create a new account.”



### I. Fill out all the fields below, then press “Next”

The screenshot shows a registration form with the following fields and buttons:

- (1 of 3)**
- We would like to check to see if you already have an account. Please enter the information below.*
- \* E-mail**
- \* First name**
- \* Last name**
- \* Zip/Postal Code**
- Next** **Reset**
- \* Required Field**

I.A. If we have a close match for you, you will see the following page. If you see yourself listed, click on your email address to have your username and log-in information email to you. If none of the suggestions match, press “None of these are mine.”

The screenshot shows a page with the following content:

- (1 of 3)**
- A record matching your information was found We found account information in our system that may be yours. If you see your correct record below, please select it and continue. If you do not see your record, select the "None of these are mine" option and continue.*

Name	Address	Company
Patrick Krieger	1325 G Street, NW Suite 700 Washington, DC 20005-3104	Animal Health Institute

  - [PKrieger@ahi.org](mailto:PKrieger@ahi.org) (Send logon information to this address)

- [None of these are mine](#) ←

II. If you are not in the system, or none of the suggestions matched, you will be prompted to create an account by filling in the following form.

(In some instances, you might skip from step II to step III. That is okay.)

**(2 of 3)**  
*Our records indicate you do not have an account. In order to create an account, you must complete the information below.*

First name	Patrick
Last name	Krieger
Title	<input type="text"/>
* Company or Organization	<input type="text"/>
* Address	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
* City	<input type="text"/>
* State/Province	<input type="text"/>
Zip/Postal Code	20005
Country	<input type="text"/>
* This is my	<input type="text"/>
E-mail	<input type="text"/>
* Work phone	<input type="text"/>
Fax	<input type="text"/>

\* Required Field

III. Once you are done you should see the following message.

Home	Events	Store	My Account
------	--------	-------	------------

**(3 of 3)**  
*Your account has been created. You will receive an e-mail shortly with instructions on how to register your account.*

IV. You will receive an email directing you back to the following page. Create a username and password.

Directory Events

*Your account is now active.  
You may now log on.*

\* Username

\* New Password

\* Re-Type New Password

Submit

#### Trouble Shooting:

*I have registered, but did not create a username and password in Step IV.*

On the home page, select Log On. You will see the following page. Select Forgot my ID.

Directory Events

Log On  
Forgot my ID

iMIS Logon

Logon

Password

Remember me next time.

Log On

[Trouble logging on?](#)

iMIS™

On the next page, select “Reset my Password.” Enter your email. (At this point, it may also prompt you to create a username.) You will receive an email with your username and password.

Log On  
Forgot my ID

**E-mail address of the account to be reset**

\* E-mail

Submit

*I am still having trouble, who can I contact?*

Please call AHI at 202-637-2440.