Instructions to Register with WebEx for Provider Update Meetings

SAMPLE SCREENSHOTS ONLY

1. **After you have clicked on the link to register you should see the screen below. Click on the "Register" button**

2. **Next you will see this screen, you must fill it out completely, click the submit box.**

Fill out the appropriate information

SAMPLE SCREENSHOTS ONLY

If you are a Designated Manager for In Home Services agency, please check box.

You cannot submit unless ALL required (*) boxes are filled and email addresses match.

Once the registration is submitted, you will receive the following pop up message:
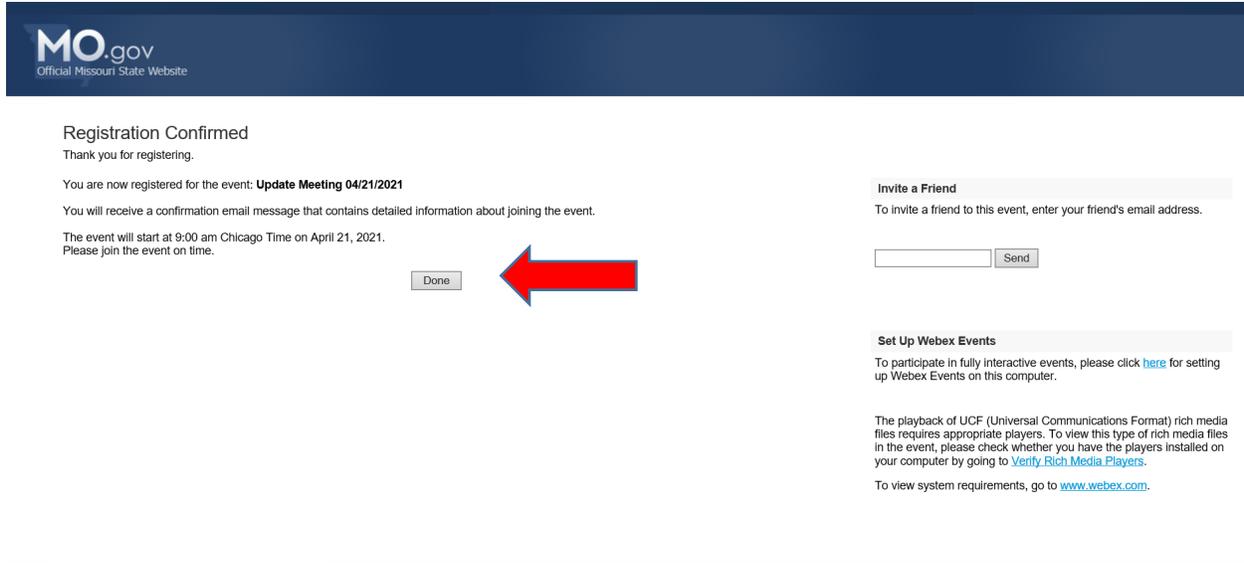
Click on the DONE button

3. **Once submitted you should receive the email below right away to the email you registered with. Please ACCEPT this invitation to add to your calendar. It also contains the link to JOIN the day of the training.**

SAMPLE SCREENSHOTS ONLY
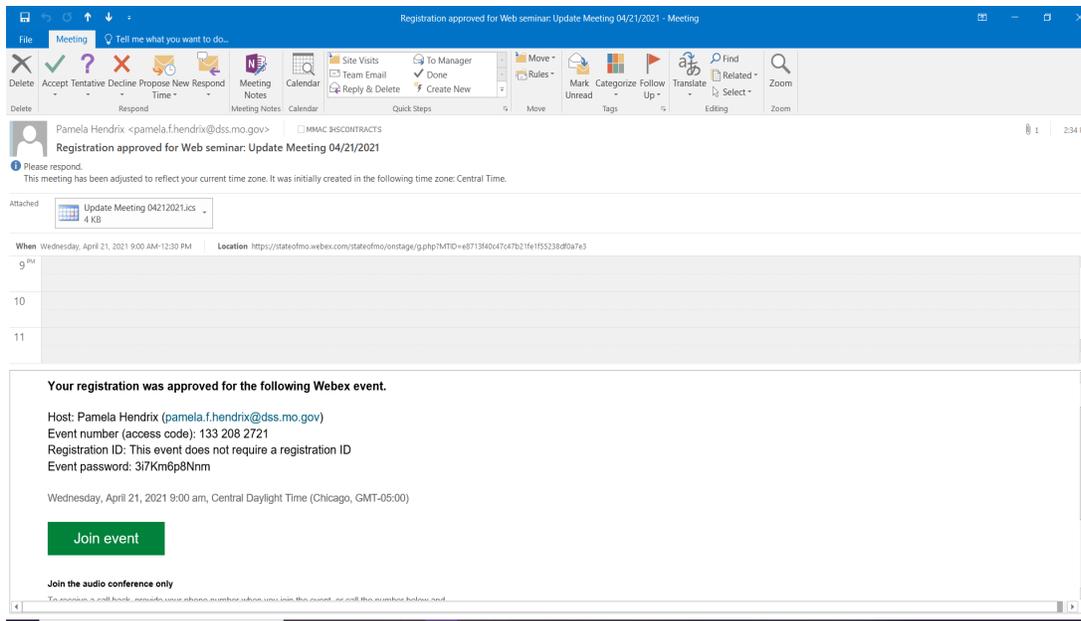
If you do not receive the email above right away, check your JUNK or SPAM folders. If it is not there, then click on the register link again and make sure that you are using a valid email address.
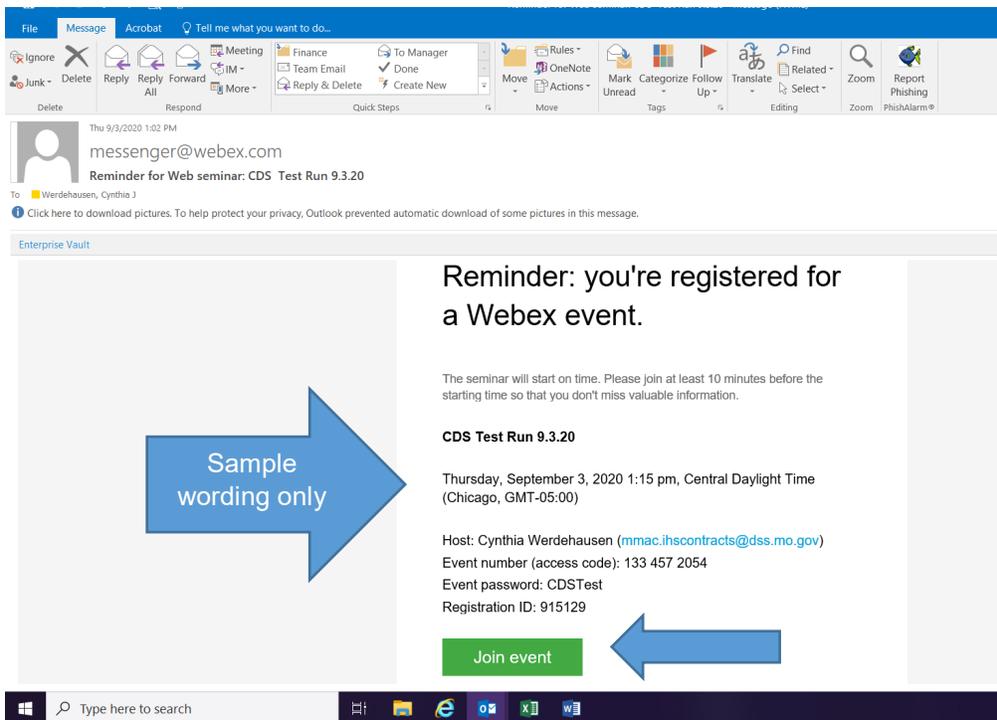
No one will be available the day of testing to help resolve registration issues if you are not already registered or have not received the link to "Join".

DAY OF MEETING

You will receive a reminder email from **messenger@WebEx.com** one hour prior to the session starting. See *example screenshot with example/sample wording* below:

NOTE the system will not let you join until 30 minutes prior to the start of the session. Join in as soon as you can.

Important things to remember:

- Training will take place via WebEx Events Center
- The Agenda will be shared the day of the Event.
- DO NOT sign in at exactly 9 am because system may overload and we cannot assist you getting into the event.

SAMPLE SCREENSHOTS ONLY

- The Event opens 30 minutes prior to start time to log in.

PROOF OF ATTENDANCE for your Records:

Once the meeting is over for the day, you will receive the email similar to the one below later in the day sent from messenger@webex.com. **You must keep a copy of the email as your Proof of Attendance or "Certificate" for attending the training. You MUST attend the full meeting to receive your certificate.**

SAMPLE SCREENSHOTS ONLY