

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

MO.gov
Official Missouri State Website

Event Information: Update Meeting 04/21/2021

This event requires registration

Event status:	Not started
Date and time:	Wednesday, April 21, 2021 9:00 am Central Daylight Time (Chicago, GMT-05:00) Change time zone
Duration:	3 hours 30 minutes
Description:	Annual Provider Update Meeting

[Register](#)

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

MO.gov
Official Missouri State Website

Register for Update Meeting 04/21/2021

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:	<input type="text" value="Cynthia"/>	* Last name:	<input type="text" value="Werdehausen"/>
* Email address:	<input type="text" value="mmac.ihcontracts@dss"/>	* Phone number:	<input type="text" value="1"/> <input type="text" value="Number (with area/city code)"/>
* Confirm email address:	<input type="text"/>	* Title:	<input type="text"/>
* Company:	<input type="text"/>	* State/province:	<input type="text"/>
* Address 1:	<input type="text"/>		
* Address 2:	<input type="text"/>		
* City:	<input type="text"/>		
* ZIP/postal code:	<input type="text"/>		

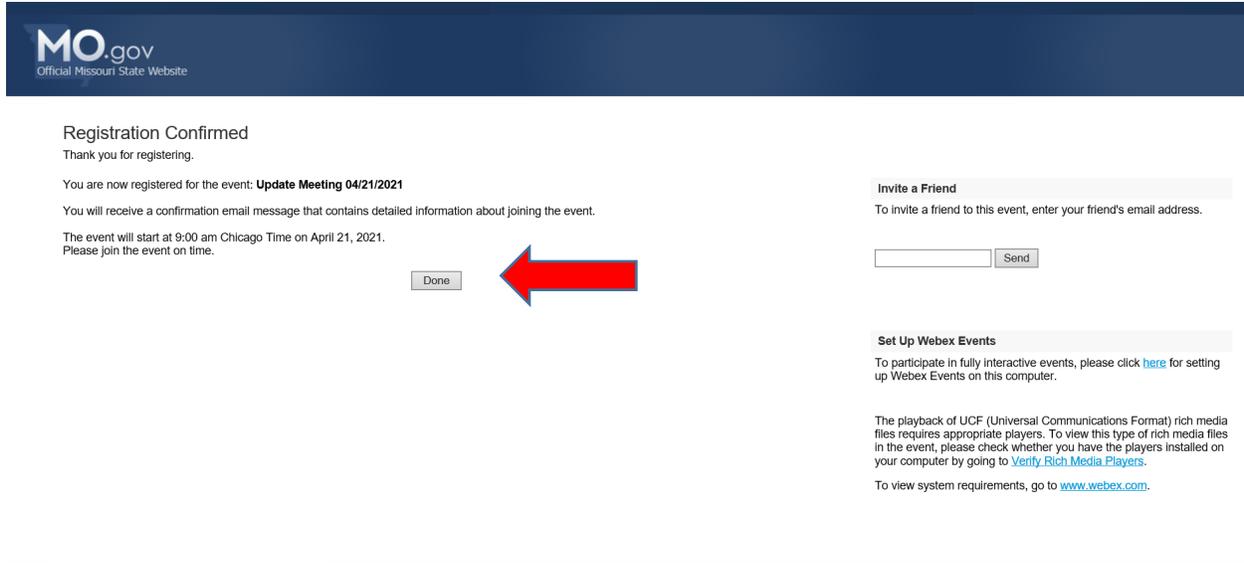
Designated Manager:

Check if you are a Designated Manager

Remember me on this computer
[\(Clear my information\)](#)

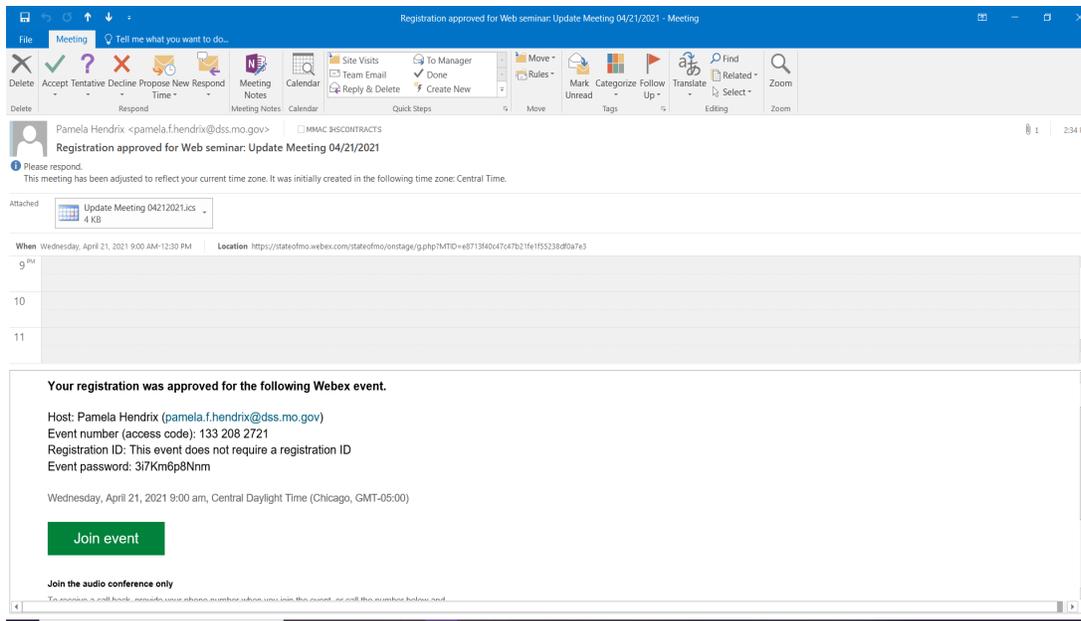
Fill out the appropriate information

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.**

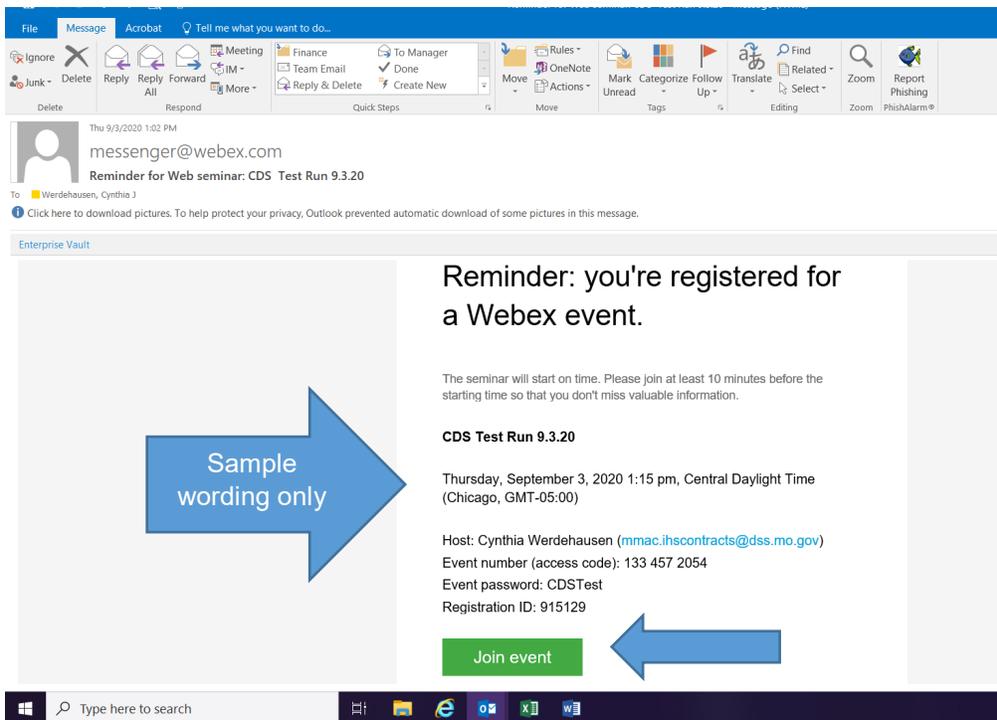


If you do not receive the email above right away, check your JUNK or SPAM folders. If it is not there, then click on the register link again and make sure that you are using a valid email address.

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.

- 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.**

