1. Create a user account at https://www.conftool.net/neurois-2020

2. Login to your account and choose "Register as Participant"

3. Choose your membership type (see Figure below)
   Currently enrolled as student: please choose "Student Participants / Members"
   Not enrolled as a student: please choose "Regular Participants / Members"
   Institutional membership: please choose "Institutional Member"

   Please note that students will have to upload a confirmation of their student enrolment at this point in the process (see below).
4. **Choose your membership items**
   In the category "NeuroIS Society Membership", you then have to check your membership type. Please note that student members will have the opportunity to participate in the NeuroIS.org training course for free, if they choose to become members before the NeuroIS Retreat 2020 (June 2-4, 2020).

5. **Check your registration and enter payment details**
   On the next page you will be provided with a summary of your order and you have the opportunity to enter a different address for your invoice ("Use alternative address" – see Figure below).
6. **Confirm your purchase**

You will have one last opportunity to check your registration and at this point you will provided with the terms and conditions that you have to read carefully and then accept, before you can proceed to the checkout.

7. **Payment**

If your registration was successful, you will be redirected to the "Overview" page of your user profile, which will now look as follows:

If you press the button "Start Payment" (in the red circle), you will be redirected to the page of our payment provider (see below). You will receive another confirmation if you credit card payment was successful.