

BTB Registration Instructions

1. Establish an account in the new BTB system.

- a. **If you received an email from BTB**, that means we had an email on file. To get started, all you need to do is to reset your password.
- b. **If you did not receive an email from BTB, complete the “My Account” information.** (before you log-in to register)

2. Log-in (AFTER your account has been established – see above.)

3. Select your seminar(s) and/or webinar(s). <https://btb.tax/dates-locations-pricing/>

Select “Attend” to purchase a ticket.

Select “Buy Ticket” to place the ticket in your cart.

4. Confirm attendee details.

- Seminar / Webinar Title
- Attendee name and email address
- Select materials*
 - a. Physical book
 - b. E-book only (Save \$10 per session by selecting e-book only.)
- Select “confirm”

5. Select “sign up for more events” and repeat steps 3 and 4 as needed.

6. Select “proceed to checkout” when you have registered for all of your desired events.

7. Confirm contact information and billing address.

8. Apply Group Discount Code (if applicable)

- The coupon code is based on the number of attendees from your company.
 - o Group size: 2 - 9 Enter: 110 (Discount of \$10 per person)
 - o Group size: 10 + Enter: 125 (Discount of \$25 per person)

9. Payment – Credit Card

10. Save your confirmation email as this is your ticket to the event.

<p>Note: You can also mail (or fax) a completed registration form to our office, and we will register your information for you and send you a confirmation e-mail.</p>
