



Adding an Item to your Existing Registration

1. Log in to your [NAPFA account](#)
2. Select “Member Portal”
3. Select “My Account”
4. Select “My Events”
5. You will see events you are registered for in a list. Select “View/Edit Details” for the NAPFA National Conference.

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NAPFA
THE NATIONAL ASSOCIATION OF
PERSONAL FINANCIAL ADVISORS

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CHANGE PASSWORD

My Registrations

Click on Event title for details on that event.

Event	Registrant
NAPFA National Conference	Your Name View/Edit Details Transfer to Someone Else

6. The following screen will pop up. Select the “Edit” button next to your name.

View Details

Your Name [Edit](#)

NAPFA National Conference

Total: \$1,095.00

[See questions](#)

Type	Item	Quantity	Fees
Registration	NAPFA National Conference	1	\$1,095.00
		Subtotal	\$1,095.00

Total for all registrants and guests: \$1,095.00

Close

7. Filter through the registration until you get to “Sessions”. Select the items you wish to add
8. Filter through the rest of the registration and then select “Checkout and Pay”