

## **Federal Bar Association – Online Registration + Creating a Free Online Profile**

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To register online for an event, individuals must login to his/her online FBA profile. Our system allows you to input your email address to verify if you already have a profile, before prompting you to create a new profile within the system. Nonmembers and Members must have a profile to proceed with online event registration.

Please note that ALL past event registrants have an existing profile. The username is the email address used for the past registration. When prompted, enter the email address and verify/change the password to access your profile.

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### **Online Registration**

REGISTRATION PAGE:

<https://members.fedbar.org/eWeb/DynamicPage.aspx?Site=FBA&WebKey=7e13de8a-6b88-4f35-930b-67e4733da531>

- Click on the desired event to begin online registration process
  - Click on blue *Individual Registration* button
    - o Group registration requests should be sent to [meetings@fedbar.org](mailto:meetings@fedbar.org) for processing
  - Enter your profile's username (email address) and password to login
  - If you are not sure if you have an existing FBA profile or need to create one, click blue *Create Account* button
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### **Profile Creation + Required Information**

1. Personal Information
  - First Name
  - Last Name
2. Address Information
  - Address Type: Home or Office
  - Mailing Address
  - City
  - State
  - Country
3. Contact Information
  - Email
4. Practice Areas
  - Check boxes that apply
5. Practice Type and Sector
  - Select from Dropdown menu:
    - Private Sector – Private Practice
    - Private Sector – Corporate / In-House
    - Public Sector – Government
    - Public Sector – Judiciary
    - Public Sector – Military
    - Public Sector – Non-Profit / Association
    - Public Sector – University / College
    - Retired
    - Clerk of Court
    - Law Student
    - Foreign
    - Non-Attorney
  - Note: Attorneys (Private Sector, Public Sector, Foreign) will be required to provide:
    - Court of Record
    - Original Admission Date
    - First Admission State
6. Web Login Information (Create Password)