



Greetings!!

Thank you for submitting a registration and housing form for the **2018 COD International Conference**.

We have entered your registration into your AIA.org member account - you should have received an automatically-generated e-mail from AIA member services confirming your choice of lodging and showing a balance due. Instructions on how to access your account and complete your payment are below.

Please remit your payment by COB Friday, August 10, 2018 at 5pm EST.

STEP 1:

Click the following link: <https://ams.aia.org/eWeb/DynamicPage.aspx?WebCode=LoginRequired&expires=yes&Site=aia>

This link will direct you to login to your AIA.org Member Account.

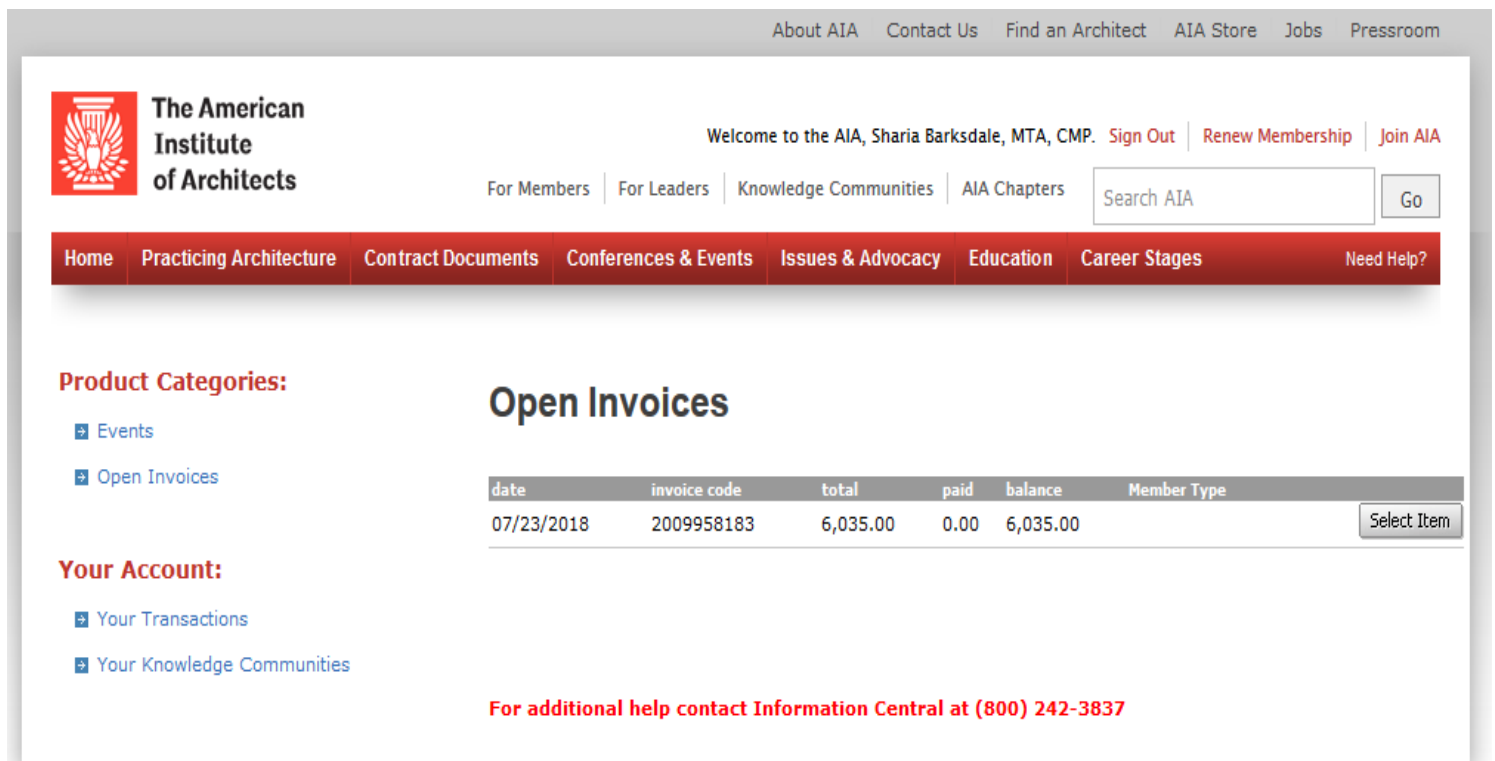
The screenshot shows the AIA.org website interface. At the top, there is a navigation bar with links for 'About AIA', 'Contact Us', 'Find an Architect', 'AIA Store', 'Jobs', and 'Pressroom'. Below this is the AIA logo and 'The American Institute of Architects' name. A search bar is present with a 'Go' button. A secondary navigation bar includes 'Home', 'Practicing Architecture', 'Contract Documents', 'Conferences & Events', 'Issues & Advocacy', 'Education', 'Career Stages', and 'Need Help?'. The main content area features a red banner that reads 'Please Sign in. The page you are attempting to access requires you to sign in to AIA.org.' Below the banner, there are sections for 'I have an AIA.org account.' and 'I do not have an AIA.org account.' The 'I have an AIA.org account.' section includes a login form with fields for 'e-mail address' and 'password', a 'Login' button, and a 'remember me' checkbox. The 'I do not have an AIA.org account.' section includes a 'Create an Account' button. To the right of the login form, there is a 'Need Help?' section with links for 'Download sign-in instructions' and 'Reset password', and contact information for 'AIA Information Central' and 'AIA/CES Providers and Components'. At the bottom of the page, there is a 'For additional help contact Information Central at (800) 242-3837' notice. A large advertisement for Staples is visible at the bottom left, and a smaller advertisement for ROXUL is at the bottom right.

STEP 2:

Once you are logged in to your AIA.org Member Account, go the left hand side of the screen to the “Product Categories” section and click the link for “Open Invoices.” Your outstanding balance will be listed under “Open Invoices.”

Under the “Open Invoices” section, go to the line item that reflects the total amount listed in the email you received from AIA member services. As some members will have more than one open invoice listed in their member account, please be sure to choose the correct invoice to pay for the COD event. Your conference registration total and the total reflected in this area should match.

Once you confirm that you have the correct line item for the COD event, click the gray button that reads “Select Item” that is next to your balance.



The screenshot shows the AIA.org Member Account interface. At the top, there is a navigation bar with links: About AIA, Contact Us, Find an Architect, AIA Store, Jobs, and Pressroom. Below this is the AIA logo and the text "The American Institute of Architects". A welcome message reads "Welcome to the AIA, Sharia Barksdale, MTA, CMP." with links for "Sign Out", "Renew Membership", and "Join AIA". There are also links for "For Members", "For Leaders", "Knowledge Communities", and "AIA Chapters". A search bar labeled "Search AIA" with a "Go" button is present. A red navigation bar contains links: Home, Practicing Architecture, Contract Documents, Conferences & Events, Issues & Advocacy, Education, Career Stages, and Need Help?. The main content area is titled "Open Invoices" and features a table with the following data:

date	invoice code	total	paid	balance	Member Type
07/23/2018	2009958183	6,035.00	0.00	6,035.00	Select Item


On the left side, under "Product Categories:", there are links for "Events" and "Open Invoices". Under "Your Account:", there are links for "Your Transactions" and "Your Knowledge Communities". At the bottom, a red text line reads: "For additional help contact Information Central at (800) 242-3837".

STEP 3:

Upon clicking the "Select Item" button, you will be directed to your Shopping Cart.

At the Shopping Cart screen, click the button that reads "Add to Cart" on the bottom right hand side of the screen, beneath your balance.

[About AIA](#) | [Contact Us](#) | [Find an Architect](#) | [AIA Store](#) | [Jobs](#) | [Pressroom](#)



**The American
Institute
of Architects**

Welcome to the AIA, Sharia Barksdale, MTA, CMP. [Sign Out](#) | [Renew Membership](#) | [Join AIA](#)

[For Members](#) | [For Leaders](#) | [Knowledge Communities](#) | [AIA Chapters](#)

[Home](#) | [Practicing Architecture](#) | [Contract Documents](#) | [Conferences & Events](#) | [Issues & Advocacy](#) | [Education](#) | [Career Stages](#) | [Need Help?](#)

Product Categories:

- [Events](#)
- [Open Invoices](#)

Your Account:

- [Your Transactions](#)
- [Your Knowledge Communities](#)

Shopping Cart | [Open Invoices](#)

Invoice Detail

customer: Barksdale Sharia invoice code: 2009958183
proforma? Yes transaction date: 7/23/2018

item	quantity	price	discount	tax	shipping	net total	unpaid balance	due:
2018 Committee on Design (COD) Conference: Chile Lodging - S - DOUBLE ROOM/TWO BEDS - Singular Twin	1.00	3,670.00	0.00	0.00	0.00	3,670.00	3,670.00	
	1.00	1,405.00	0.00	0.00	0.00	1,405.00	1,405.00	

total: 6,035.00
applied: 0.00
balance: 6,035.00

For additional help contact Information Central at (800) 242-3837

STEP 4:

Upon clicking the "Add to Cart" button, you will be directed to another portal in your Shopping Cart.

There is no action for you to take on this screen. Please click the "Check-Out" button on the bottom right of the screen.

The screenshot displays the 'Shopping Cart' page of The American Institute of Architects. The page header includes the AIA logo and navigation links such as 'Home', 'Practicing Architecture', and 'Career Stages'. The main content area shows a table of shopping cart items with columns for item, quantity, price, discount, tax, shipping, net total, and balance. Two items are listed, both with a quantity of 1.00. Below the table, there are input fields for 'Discount' and 'Source Code', each with an 'apply' button. A 'Currency Converter' section is also present with a 'convert' button. At the bottom right, there are buttons for 'Continue to Shop' and 'Check-Out'. A footer note provides contact information for Information Central.

item	quantity	price	discount	tax	shipping	net total	balance	addl info:
2018 Committee on Design (COD) Conference: Chile Lodging - S - DOUBLE ROOM/TWO BEDS - Singular Twin - 2 twin beds	1.00	3,670.00	0.00	0.00	0.00	3,670.00	3,670.00	
2018 Committee on Design (COD) Conference: Chile Lodging - S - DOUBLE ROOM/TWO BEDS - Singular Twin - 2 twin beds	1.00	1,405.00	0.00	0.00	0.00	1,405.00	1,405.00	

Discount: apply discounts applied: **total: 6,035.00**
Source Code: apply **balance: 6,035.00**
total to apply: 6,035.00

Currency Converter
Currency: convert converted total:

[Continue to Shop](#) [Check-Out](#)

For additional help contact Information Central at (800) 242-3837

STEP 5:

Upon clicking the “Check-Out” button, you will be directed to another portal in your Shopping Cart.

Under the section titled “Payment Information”, please use the drop-down box to select your preferred payment method.

About AIA | Contact Us | Find an Architect | AIA Store | Jobs | Pressroom

The American Institute of Architects

Welcome to the AIA, Sharia Barksdale, MTA, CMP. [Sign Out](#) | [Renew Membership](#) | [Join AIA](#)

For Members | For Leaders | Knowledge Communities | AIA Chapters

Search AIA

[Home](#) | [Practicing Architecture](#) | [Contract Documents](#) | [Conferences & Events](#) | [Issues & Advocacy](#) | [Education](#) | [Career Stages](#) | [Need Help?](#)

Product Categories:

- ▶ Events
- ▶ Open Invoices

Your Account:

- ▶ Your Transactions
- ▶ Your Knowledge Communities

Shopping Cart | Payment

Customer Information

customer name: Barksdale Sharia

phone: 202.626.7382

fax: 202.639.7426

email: shariabarksdale@aia.org

Billing Information

bill to: Barksdale Sharia

billing contact: Barksdale Sharia

Office: 1735 New York Ave Nw

Sharia Barksdale MTA, CMP
Manager, Meetings
The American Institute of Architects
1735 New York Ave Nw
Washington, DC 20006-5209

Payment Information

payment amount: **\$6,035.00**

payment method:

- Amex
- Discover
- Electronic Check
- Mastercard
- Visa

invoice total: 6,035.00
net amount due: 6,035.00
unpaid balance: 6,035.00

For additional help contact Information Central at (800) 242-3837

STEP 6:

Upon selecting your preferred payment method, you will be directed to complete your payment.

Provide your payment method, the cardholder's name, your credit card number, and expiration date, then click the gray "Continue" button.

After doing so, you will have successfully submitted your payment for the COD: Chile registration and you are officially done with the registration process!!

The screenshot shows the AIA website's payment interface. At the top, there is a navigation bar with links for 'About AIA', 'Contact Us', 'Find an Architect', 'AIA Store', 'Jobs', and 'Pressroom'. Below this is a header with the AIA logo and the text 'The American Institute of Architects'. A welcome message reads 'Welcome to the AIA, Sharia Barksdale, MTA, CMP.' with links for 'Sign Out', 'Renew Membership', and 'Join AIA'. A search bar is also present.

The main content area is divided into several sections:

- Product Categories:** Includes links for 'Events' and 'Open Invoices'.
- Your Account:** Includes links for 'Your Transactions' and 'Your Knowledge Communities'.
- Shopping Cart | Payment:** This section contains the payment form, which is divided into three sub-sections:
 - Customer Information:** Fields for customer name (Barksdale Sharia), phone (202.626.7382), fax (202.639.7426), and email (shariabarksdale@aia.org).
 - Billing Information:** Fields for bill to (Barksdale Sharia), billing contact (Barksdale Sharia), and office address (1735 New York Ave Nw, Sharia Barksdale MTA, CMP, Manager, Meetings, The American Institute of Architects, Washington, DC 20006-5209).
 - Payment Information:** Fields for payment amount (\$6,035.00), payment method (Mastercard), cardholder's name, credit card number, expiration date, CVV, street address (1735 New York Ave Nw), city/state/zipcode (Washington DC 20006-5209), and email (shariabarksdale@aia.org).

At the bottom right, a summary of the invoice is shown:

invoice total:	6,035.00
net amount due:	6,035.00
unpaid balance:	6,035.00

A 'Continue' button is located below the summary. At the very bottom, a red text line reads: 'For additional help contact Information Central at (800) 242-3837'.

If you require further assistance, or have any specific conference questions, please contact the following:

Registration: register@aia.org

Housing: meetings@aia.org

COD Agenda & Content: sparrish@aia.org

Cancellation Policy:

Please note the deadline to cancel your registration is **Friday, August 10, 2018 by 5pm EST**. There will be a cancellation fee of 50% of your full registration (both registration and lodging fees). Please consider purchasing travel insurance should you need to cancel your conference registration.