**SME/CAS and PEM member directions to register for the CoalProTec 2022 Conference:**

On the CoalProTec attendee registration link <https://www.coalprepsociety.org/ViewEvent.aspx?ID=7> scroll down the page and select “login” and enter the following credentials:

Username: SME2022

Password: 2022Club

Once logged in it will take you to the “Members Home” page. From this page select “Events” at the top of the menu bar.

From the Events page select “CoalProTec2022 Attendee Registration View Event.”

On the CoalProTec2022 Attendee Registration page, scroll down and you will see the registration fee of $50. Hit “Add to the Cart.”

From the News & Events page you will see a note in neon green which says “Item Successfully Added to the Cart.”

Click on the grocery cart icon in the top right corner and it will take you to the Shopping Cart. Hit “Checkout and Pay.”

From the Shipping Info page it will ask for your contact information (unit is the company name).

After completing the form click on “Pay with Paypal.” You will then be directed to the Paypal Processor. You can pay with your Paypal account or pay with a debit or credit card.

Once your payment is processed you will receive two email notifications, one from PayPal and one from Coal Prep Society.

If your company requires an invoice for payment, please contact Geaunita at g.caylor@uky.edu.