## MWAIIA Member Webinar January 20, 2022 Registration Procedures

## How to Register at no charge as a MWAIIA Member:

- Click on the 'Register Here!' Button on the email you received or go to <a href="https://mwaiia.capeschool.com/">https://mwaiia.capeschool.com/</a>
- Under the welcome message, select the state in which you hold your resident license (DC, MD or VA). Please note that continuing education is filed only for these three states.
- The course, with a \$60 Fee, will show towards the bottom of the screen, select 'Add' to add it to your shopping cart
- Then go to the top right of the screen and click on 'View Cart'
- In the <u>Payment Code</u> on the right side of the screen, enter <u>DC012022</u> and select 'Apply'
- Your balance due should now be '00.00'
- Select 'Continue'
- You will now be asked to Log In. Create a login or use your current login information and complete the transaction. Please note that your National Producer Number (NPN) may be requested, if you haven't provided it previously. This is needed to file your state continuing educations credits in your state.
- At the next screen, select 'Check Out.'
- At the final screen, you will see that you are confirmed for the course and a confirmation email will automatically be sent to you. This email will contain the information on how to log into the webinar.

## If you have Registration Problems:

Please contact Capeschool at # 800-729-7363