

Institute of Chartered Accountants of Jamaica (ICAJ)

Steps for Online Event Registration

How to register for an ICAJ seminar?

Registering as an active ICAJ member or student:

- **Step 1-** Access the ICAJ website at www.icaaj.org, and select 'Student Login' or 'Member Login', from the left of the page, then enter your Username and Password.
- **Step 2-** Click 'Upcoming' under the User Options menu to the left of the page, then select 'Register Now' below the session for which you are registering.
- **Step 3-** Follow the steps presented to confirm your registration. Your registration will be confirmed after payment is received.

Registering online for the first time as a non-member of ICAJ

(If you have registered online before, simply use your existing Username and Password and follow steps 4-5 below):

- **Step 1-** Access the ICAJ website at www.icaaj.org, and select 'Event Registration' from the left of the page.
- **Step 2-** Select 'Sign up as a Non-member' from the page presented, then enter the required information, and select 'Apply'. **An automatic e-mail will be sent to the address provided, for you to activate your account.**
- **Step 3-** Enter your Username and Password in the spaces provided, and then follow the steps to creating security questions.
- **Step 4-** Click 'Upcoming' under the User Options menu to the left of the page, then, select 'Register Now' below the session for which you are registering
- **Step 5-** Follow the steps presented to confirm your registration. Your registration will be confirmed after payment is received.