



REGISTERING FOR YOUR EXAM

Using PACA's Online Registration System

1. Click the registration link for the date/location you wish to attend.
2. Review the opening registration page.
 - The date and location of the exam
 - The registration rate levels available
3. If your company is a PACA member, you will need to use your login credentials to receive the member rate.
4. Click the REGISTER HERE button.

REGISTRATION CONTACT PAGE

1. If you are registering on behalf of someone else, please put **YOUR CONTACT INFORMATION** into the **REGISTRATION CONTACT** fields & hit next.
2. **PLEASE PUT THE COMPANY ADDRESS** in the address fields, not the examinee's home address.

SELECT ITEMS PAGE

Select the number of attendees you are registering for under the appropriate rate category under quantity & hit next.

ATTENDEES PAGE

1. If you have login credentials and your attendee has been registered for a past PACA event, you can choose their name from a drop down menu.
2. If you do not login OR the person is new, please enter their contact information.
3. PLEASE NOTE: if the registration contact person and the attendees are different people, the system autofills the registration contact as the first attendee. Please be sure to change this by deleting out and re-entering the correct information.
4. Under the address fields, please list the exact address where you would like their study materials shipped via FedEx. NO PO BOX ADDRESSES PLEASE. FedEx does not ship to PO boxes.
5. You must check both the COVID-19 waiver box AND the ASTM acknowledgement box for each attendee before you can continue to payment.
6. Hit next.

PAYMENT

1. Enter your credit card information - please be sure that the address you are providing in these fields MATCHES the address where the actual CREDIT BILL IS ISSUED - the billing address - otherwise, the payment will be declined and the attendee(s) are not registered.
2. An email confirmation will be sent to the REGISTRATION CONTACT and the attendee if email addresses were provided for both.

Discounted rates are available for this event/exam if your COMPANY is a member of the Pennsylvania Aggregates and Concrete Association.

Membership in ACI DOES NOT apply to the member / non-member rate.

If your company IS a PACA member, you will need to establish a member login profile to receive the member rate. Contact Tricia Lingenfield at tricia@pacaweb.org to do so.

The Commonwealth or Municipal Employee rate ONLY applies to those who are employed directly by the state or municipal government.

PACA reserves the right to charge the appropriate registration fee based on membership status, company category and/or date of registration receipt.

Cancellation and transfer fees / policies will be strictly enforced.

Payment may be made by:

- Visa, MC, Discover or American Express

Registration closure dates for each exam are listed on the PACA website.

If you attempt to register a certain amount of people and the system will not allow you to enter that number, this means that there are not enough seats left to accommodate that amount of people. You will either need to adjust your number to the remaining seats or choose another date/location.

An attendee's seat is NOT GUARANTEED until full payment is made.

Study materials will not ship until full payment is made.

Study materials will ship within 7-10 business days after full payment is made.

For late registrations, study materials will ship within 1-3 business days.

Late registration fees applies 14 days prior to the exam start date.

Attendance per exam location is limited. We recommend registering as early as possible as exams fill quickly.