



INSTRUCTIONS ON HOW TO REGISTER YOUR STAFF

Step 1: Go to <https://fedid24.myexpoonline.com/home>

If you haven't already created a login, please follow the instructions [here](#).

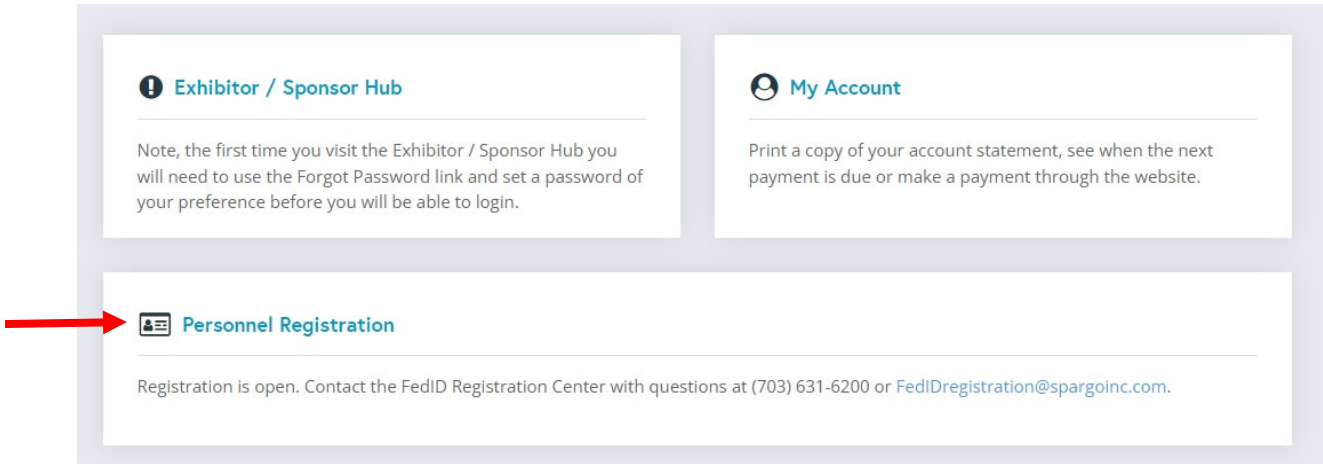
Step 2: Once you're logged in, click the green “*EDIT YOUR COMPANY LISTING, VIEW/PAY INVOICE AND REGISTER FOR BADGES*” button.



Step 3: Then you'll click on the blue “*TO VIEW YOUR ACCOUNT, MAKE PAYMENTS OR REGISTER FOR BADGES CLICK HERE*” button.



Step 4: You'll be redirected to a new page where you'll click the "Personnel Registration" button.



Exhibitor / Sponsor Hub

Note, the first time you visit the Exhibitor / Sponsor Hub you will need to use the Forgot Password link and set a password of your preference before you will be able to login.

My Account

Print a copy of your account statement, see when the next payment is due or make a payment through the website.

Personnel Registration

Registration is open. Contact the FedID Registration Center with questions at (703) 631-6200 or FedIDregistration@spargoinc.com.

Step 5: Fill out your Sponsor contact information. Once it's completed, you'll hit the "Continue" button and begin registering your staff.

Sponsor Contact Information

Please provide the following profile information. Items noted with an asterisk (*) are required.

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Company/ Organization	<input type="text"/>
*Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
*City	<input type="text"/>
*State/ Province	-- select
*Country	USA
*Postal Code	<input type="text"/>
*Phone Number	<input type="text"/>
*Email	<input type="text"/>
*Confirm Email	<input type="text"/>

Continue

For questions regarding registration, please contact:

SPARGO, Inc.
Attn: Customer Service
Phone: 703-631-6200
Email: FedIDregistration@spargoinc.com