How to Register for the Workers Compensation Seminar Online

Before you begin, you will need the following information:
- Your Bar Number or Nursing License Number
- The method of payment you plan to use
- The information of any additional registrant

Please keep in mind that this process should be completed in one sitting. You cannot save your information and complete at a later time. At this time, the registration page does not support Internet Explorer. We recommend using a different internet browser, such as Google Chrome, Firefox or Safari.

If you need any additional assistance, please contact Tara Noll, Seminar Coordinator, at tara.noll@ks.gov.

1. Start by going to the Seminar webpage at www.dol.ks.gov/wc/seminar and click on the *Register* link to begin the registration process.

2. Fill out the following information. Fields containing a red asterisk (*) are required. When filling in your organization name, the name should prepopulate in the drop down below. If your organization name doesn't prepopulate, continue typing.

① Registrants	② Registration Cont.	③ Summary

Registration

* Required

First Name*	Last Name*
John	Doe

Organization*	Organization Phone*
Kansas Department of Labor	785-296-5000

Organization Address 1*	Organization Address 2
401 SW Topeka Blvd.	

Organization City*	Organization State*
Topeka	KS

Organization Zip*	Email*
66603	john.doe@ks.gov

Contact Phone*	Job Title
785-296-5000	

License Type*	License ID/Bar ID *
Bar License	01234567891

+ Add Additional Registrant

You cannot make changes on this page after clicking Next. Check to confirm the information entered is correct: ☑ **Next**

If you need to register more than one person, click this link to add an additional registrant.

Additional Registrant #1   Remove

First Name*	Last Name*
Jane	Doe

Email*	Job Title
jane.doe@ks.gov	

License Type*	License ID/Bar ID
Registered Nurse	0123456

+ Add Additional Registrant

You cannot make changes on this page after clicking Next. Check to confirm the information entered is correct: ☑ **Next**

When you are finished, check the box confirming the information entered is correct. Then click *Next*.

3. Check which registrants will be attending the conference and if you would like continuing education credits. Select which days each registrant will be attending (i.e. Both Days, Day 1 or Day 2). The number of lunches for each registrant will prepopulate. Check if you would like your organization's name listed on your name badge and if you would like to list a different name on your badge. Finally, list any special needs our staff should be aware of, such as dietary restrictions.

Name	Attending	Continued Education	Registration Type	Lunches	Org Name on Badge	Badge Name	Special Needs
John Doe	☑	☑	Early Both Days - $155.00	2	☑	John Doe	
Jane Doe	☑	☐	Early Day 1 - $95.00	1	☐	Jane Doe	

Additional Lunches

Additional Lunches: 1

You cannot make changes on this page after clicking Next. Check to confirm the information entered is correct. ☑ **Next**

If you would like any additional lunches, please select how many you would like from this drop down menu.

Once finished, check the box confirming the information is correct. Then click *Next*.

4.

Confirm that all the information is correct. Then select which payment method you would like to use from the drop down menu at the bottom of the page. The payment methods available are
1. ACH Debit or
2. Credit Card.

Then click *Checkout*.

General Information

Full Name	License Type	Bar Number/License Number
John Doe	Bar License	01234567891

Email	Total Extra Lunch	Registration Type
john.doe@ks.gov	1	Early Both Days-

Organization Information

Organization	Address 1	Address 2
Kansas Department of Labor	401 SW Topeka Blvd.	

City	State	ZipCode
Topeka	KS	66603

Phone Number
785-296-5000

Additional Parties Information

Full Name	License Type	Bar Number/License Number
Jane Doe	Registered Nurse	0123456

Email
jane.doe@ks.gov

Payment Type

Starting Total	Discount Amount	Extra Lunch Amount
$250.00	N/A	$25.00

	Surcharge total	Total
$2...	$6.88	$281.88

Payment Type: Credit Card   **Checkout** 🛒

5. Clicking *Checkout* will take you to the secured payment page. Complete the transaction on this page.

6. Once you have completed the registration and payment process, you will receive a confirmation email. **It is important that you save this email as it contains your Group-ID + PIN.**

7. Handouts will be made available prior to the seminar. Once available, you will be able to login to your account by going to the Seminar webpage at www.dol.ks.gov/wc/seminar, clicking the *Register* link and then clicking the *Registrant Login* link in the upper right corner.

   You will then use your email and Group-ID + PIN to login and download the handouts.

Thank you for registering for the annual Workers Compensation Seminar - the official information resource from the KDOL Workers Compensation Division.