



Must be logged in to purchase! No login required to just view the floorplan.

If password has not been reset, please follow the instructions below -

Complete the simple steps below to connect your account, so you can make purchases and access your member benefits:

- 1. Sign in: Click "Sign In" in the top right corner of the homepage: www.NACUFS.org.
- 2. <u>Reset your password</u>: Go to <u>Forgot Password</u>, enter your email, and follow the prompts. (Important: Do **not** click "Create an Account"—your profile already exists.)
- 3. <u>Log in</u>: Use your new password to log in and connect your user account to your profile.
- 4. <u>Update your profile</u>: Click "My Profile" to review and update your contact info, institution details, and preferences.

Once login is successful from your profile page click on Exhibits/Upcoming Exhibits:



Click on the Halls & Floorplans button:

Upcoming Exhibits



Click on the Halls & Floorplans button to view the Showcase Floorplan and make your booth space selection.



Choose your booth number by clicking on your selection:

Click Purchase This Booth



Complete the steps that follow:

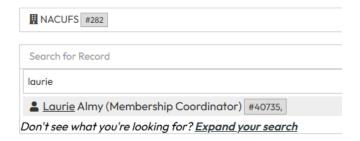
- Purchase for must be the company name



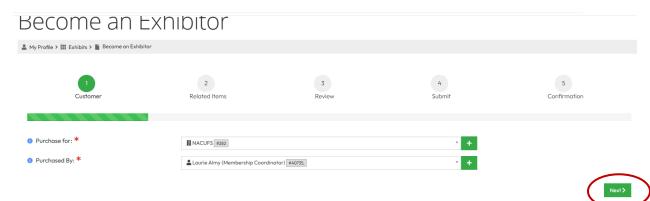
Search for Record

- **Purchase by** is your name





Click **Next** to continue to the shopping cart page after agreeing to the Terms & Conditions



Click Next to Checkout



Click Checkout

