



CLEAR Member User Guide

Your membership with CLEAR not only connects you to an international network of regulatory bodies and individuals, it also allows you access to valuable features and resources only available to CLEAR members.

Below is a list of common questions we often receive as members become familiar with their CLEAR account.

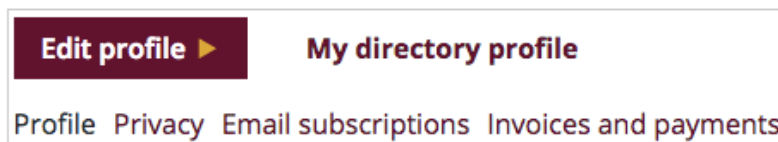
CLEAR Member FAQs

- **Edit my member profile**
- **Register for a CLEAR Event or Webinar**
- **Pay an invoice**

Edit or Update Your Member Profile

Follow the instructions below to edit your member profile:

1. Sign into your CLEAR account and click on 'YOUR PROFILE' at the top of the screen.
2. At the top of your member profile page, click the 'Edit' button.



3. Make the necessary edits to your profile and click 'Save'.

You can also follow the steps listed above to edit or update your **Directory Profile**. Your Directory Profile will be viewable to other members through **CLEAR's Member Listing**. Full member details on this listing are only accessible to CLEAR Members. The more information provided, the easier it is to network with other CLEAR members!

Registering for Events

Registering for a CLEAR Event at the member-only price:

1. Once logged into your CLEAR account, begin by selecting the desired program. A list of upcoming CLEAR Events can be found under the **Events** tab located in the ribbon at the top of your screen.
2. Click the 'Register' button and enter your email address if it does not immediately populate. Click 'Next'.

Enter registrant email

e-Mail *

Please ONLY enter the email address belonging to this contact and/or attendee.

3. Select the registration type and click 'Next'. If you are unable to select the member price, please contact **Nicolle Harkness**.
4. Review the registration to confirm all attendee information is correct. If the signed into your CLEAR account, the registration form will automatically populate.
5. Having reviewed the registration, you will be given the option to 'Add Guest' (attendee). This feature is simply an easy way to keep multiple attendees on one invoice, but is not a requirement.
6. When the information is complete for all attendees, click 'Next'.
7. Select your payment method. You will be given the three payment options pictured below. If you choose the 'Invoice me' option, an invoice will be emailed to you.

[Back](#) [Invoice me ▶](#)

[Pay with credit card ▶](#)

[PayPal Express Checkout ▶](#)

You can also access the invoice by visiting 'YOUR PROFILE' and clicking on the 'Payments and Invoices' tab.

Paying Invoices Online

1. Sign into your CLEAR account and click on 'YOUR PROFILE' at the top of the screen.
2. If you have any open invoices, you will see an alert icon next to the 'Invoices and payments' tab.

Profile Privacy Email subscriptions ⚠️ Invoices and payments

3. After clicking on the invoices tab, select the invoice(s) you wish to pay and select your payment option. If you prefer not to pay online, you may also mail a physical check or process an EFT payment.

Please contact nharkness@clearhq.org with any membership related questions.