

# If this is the first time using our InEvent system – Need to create an account – Follow these steps

*Please sign up using a Chromium-based browser – Chrome, Edge, etc.*



Login to your account

To sign in, please click on the button below

**SIGN UP/SIGN IN TO REGISTER FOR THE EVENT**

**1** Click on the blue button  
**“SIGN UP/SIGN IN TO REGISTER FOR THE EVENT”**

You will see the following warning screen. Confirm by clicking **Agree**.

You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all computers connected to this network, and 4) all devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose; the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Creating an account and logging into this system constitutes acknowledgement of this warning.

2 → **Agree**



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

Sign in with your existing account

Email Address

 Email Address

Password

 Password



[Forgot your password?](#)

**Sign in**

Don't have an account? [Sign up](#)

Once you agree to that that message, you can click the option to Sign up at the bottom of the Sign In screen.



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up](#)



3

Provide an email address for the verification process, then click **Send Verification Code**.

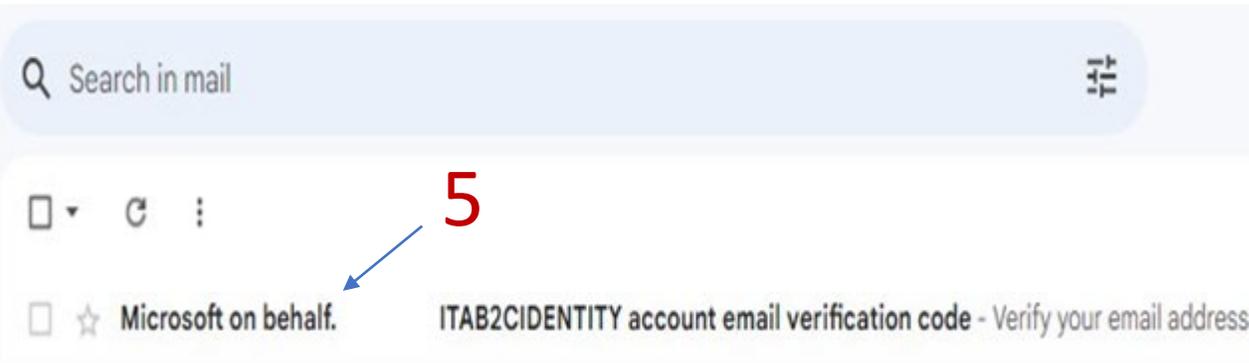


Please provide your email address.

Email Address

 ← 4

You will receive the verification code to the provided email address from “Microsoft on behalf.”



Enter the code in the “**Verification Code field**” and click “**Verify code**”.



Please provide your email address.

Email Address

A verification code has been sent to the email address you provided. Please enter the verification code below.

Verification Code

 ← 6



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

7

Once verification code is accepted, you will be forwarded to the following screen to create your account.

- Enter **First Name**.
- Enter **Last Name**.
- Enter case sensitive **New Password**, then enter **Confirm Password** with matching password. **Criteria:** 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ! ? / ` ~ " ( ) ; .

Please provide your details to create an account.

First Name

 [What is this?](#)

Last Name

 [What is this?](#)

New Password

 [What is this?](#)

Confirm Password

 [What is this?](#)

8

Click **Create My Account**.