

HOW TO APPLY

IF YOU HAVE A REGISTERED PROFILE:

- Go to <u>https://acr.fia.com/ECR</u> and sign in with your username and password (if you have lost your password or if it has expired, please contact press@fia.com)
- On the online accreditation page, under "Application Forms", click on "Apply for an event/ View my application"
- **3.** Click on the button "**Search**", on the top-right side of the page
- 4. Find your entry in the bottom list and click on it
- At the very bottom of your personal form, click on "Events" and then, on the following page, on "Add new"
- 6. Select the Event you want to apply for and upload the formal application letter
- 7. Click twice on "Submit" at the bottom of the page

CONGRATS! YOU SUCCESFULLY SUBMITTED YOUR APPLICATION!

IF YOU DON'T HAVE A REGISTERED PROFILE:

- 1. Go to <u>https://acr.fia.com/ECR_</u>and create an account, if you don't have one yet.
- 2. Once your account has been approved, sign in with your username and password
- 3. Create your personal profile, by clicking on "Application forms" and "Add a new representative"
- **4.** Click on "Add new" and fill the form with your personal details. Once done, click on "Submit".
- 5. Upload your photo into the system
- 6. Follow the steps on the left hand side to submit your application

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