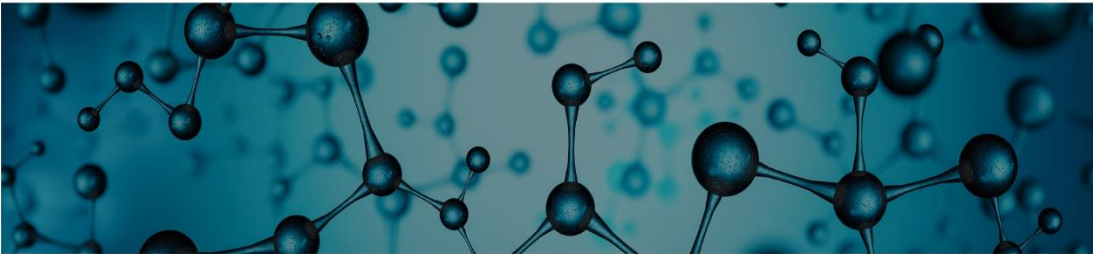


How to Register Another Individual

acthq@actox.org 703.547.0875 Home

ACT American College of Toxicology



Login Required

The page you are attempting to access requires an ACT account.

Please enter your email address and password in the fields below. If your information is displayed below, then you already have an account. If this is your first time accessing the ACT site, please visit the New User Registration page to [create a new ACT account](#).

Email address:
 [Do not use your own login](#)

Password:

[Login](#)

1. Log in to the [registration portal](#) using the other individual's account credentials. **Failure to use the correct login will result in a processing fee.**

Event Registration

American College of Toxicology 46th Annual Meeting

start date: 11/16/2025 end date: 11/19/2025

Registrant Information

Name: Full Test Account

organization:

address:

phone:

email:

url:

comm method:

Badge Information

name:

org name:

title:

city:

country:

reg type:

source code:

+

Event Fees

	<u>Product</u>	<u>Price</u>	<u>Member Type</u>	<u>Category</u>
<input type="checkbox"/>	ACT Member Early-Bird	650.00	Full Member	

2. From the **Reg Type** dropdown, select the appropriate option based on the individual's membership status.

How to Register Another Individual

Event Fees

Product	Price	Member Type	Category
<input checked="" type="checkbox"/> ACT Member Early-Bird	600.00	Full Member	

Product	Price	Member Type	Capacity	Available	Starts	Ends	Comments
ATTENDEE LIST OPT OUT: (Check here if you do not wish to be listed in the online password protected attendee list provided)	0.00	[Any]					available

Special Requirements or Dietary Needs

Recalculate

total600.00

Continue

Shopping Cart Items

addl info:	item	quantity	price	discount	tax	shipping	net total	balance
Test Account Full	ACT Member	1.000	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00

total: 600.00
balance: 600.00

Check-Out

3. Select the correct **Event Fee**. Fees are based on member status at time of registration.

4. Select any **Special Events** here (ToxTrot, Member Mixer, etc.)

If needed, enter any **Special Requirements or Dietary Needs** in this section. There is no guarantee that requests can be honored.

5. Ensure the total looks accurate, then click **Continue**.

6. Ensure all event fees, including those for special events, are listed. Then, click **Check Out**.

How to Register Another Individual

Customer Information

customer name: Test Account Full
phone: Please select
fax: Please select
email: full@test.com

Billing Information

bill to: Test Account Full
billing contact: Test Account Full
Business: 11190 Sunrise Valley L
Full Test Account
ACT HQ Testing
11190 Sunrise Valley Drive
Suite 300
Reston, VA 20191

Payment Information

payment amount: 600.00
payment method: Visa
cardholder's name:
credit card number:
expiration date: Please select
CVV: [what is the CVV?](#)
street address: 11190 Sunrise Valley Drive
city/state/zipcode: Reston VA 20191
email: full@test.com

7. Choose your payment method and enter all the required information.

item	quantity	price	discount	tax	shipping	net total	unpaid balance	due:
Staff	1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Order is not complete. Press Submit Order to complete.

Billing/Shipping Information

customer name: Iftikhar Fatima	billing name: Iftikhar Fatima
phone: (703) 547-0875 (1890)	contact: Iftikhar Fatima
email: iftikhar@actox.org	
shipping label: Fatima Iftikhar	billing label: Fatima Iftikhar
Project Coordinator	Project Coordinator
American College of Toxicology	American College of Toxicology
11190 Sunrise Valley Drive	11190 Sunrise Valley Drive
Suite 300	Suite 300
Reston, VA 20191	Reston, VA 20191

Payment Information

net credit: 0.00	net-total: 0.00
payment amount: 0.00	net applied: 0.00
payment method:	net-balance: 0.00

send confirmation by email? ☒

[Edit Payment](#) [Submit Order](#)

8. Verify that all information was correctly entered. Then click **Submit Order** to complete the process.

How to Register Another Individual



You will be directed to a confirmation page verifying that the registration was successfully completed. Additionally, a confirmation email with the registration receipt and event details will be sent to the registrant's email address.

If you need a copy of the receipt, please contact the individual directly.

For any questions or additional assistance, please email [ACT Headquarters](#).