

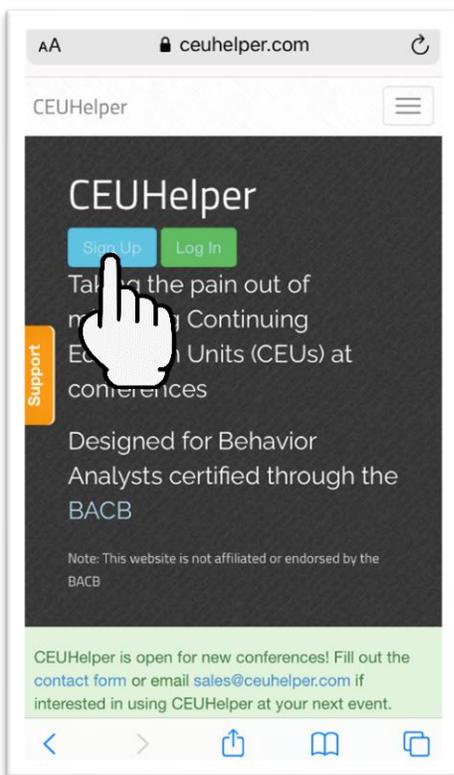


## BC-ABA | CEUHelper Web Check in and Check out

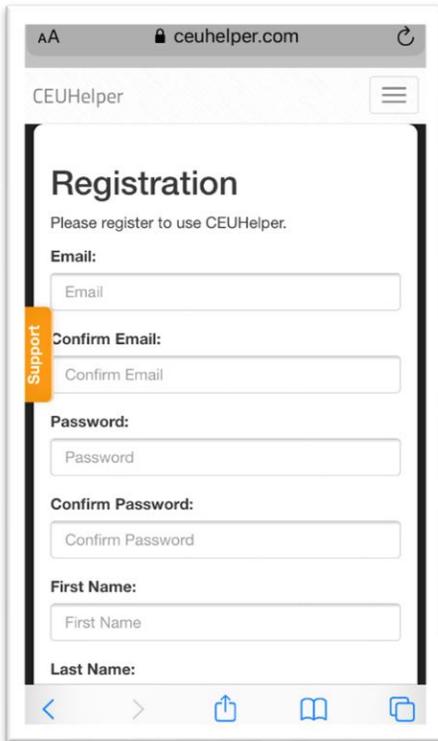
**Note:** If you have previously downloaded and logged into the CEUHelper app skip to Step 7

**Step 1:** Create a CEUHelper account by CLICKING the link to register <https://ceuhelper.com/>

**Step 2:** CLICK "Sign Up"



### Step 3: Provide registration information



AA ceuhelper.com

CEUHelper

## Registration

Please register to use CEUHelper.

**Email:**  
Email

**Confirm Email:**  
Confirm Email

**Password:**  
Password

**Confirm Password:**  
Confirm Password

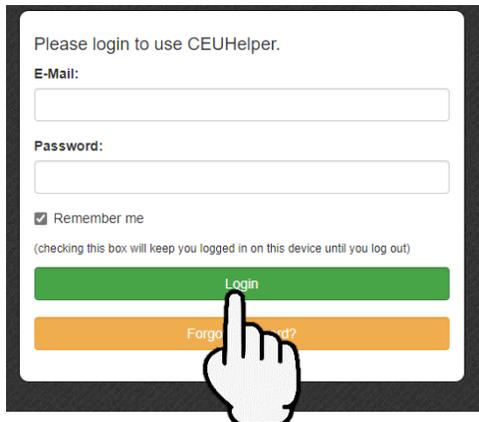
**First Name:**  
First Name

**Last Name:**

Support

< > [Share] [Bookmarks] [Tabs]

### Step 4: LOGIN



Please login to use CEUHelper.

**E-Mail:**  
[Input field]

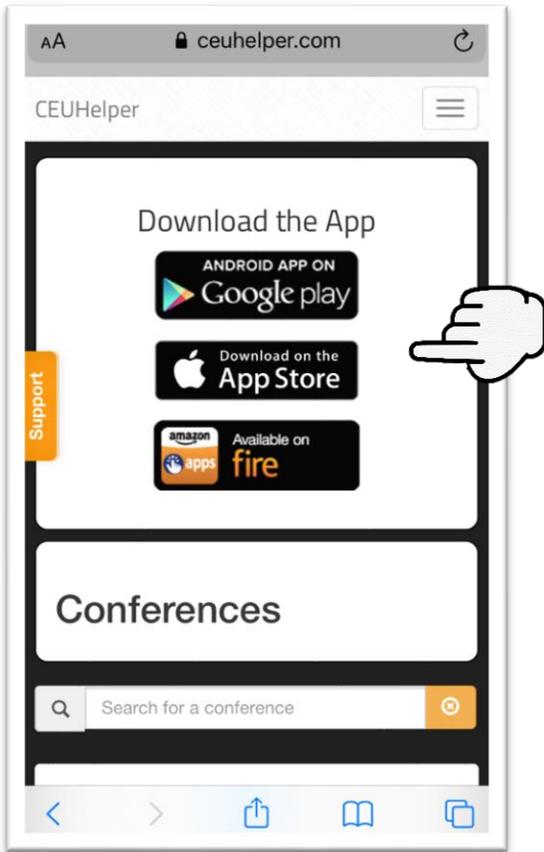
**Password:**  
[Input field]

Remember me  
(checking this box will keep you logged in on this device until you log out)

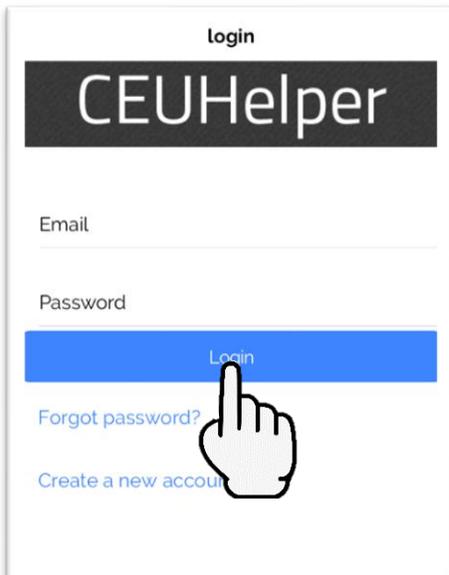
**Login**

**Forgot your password?**

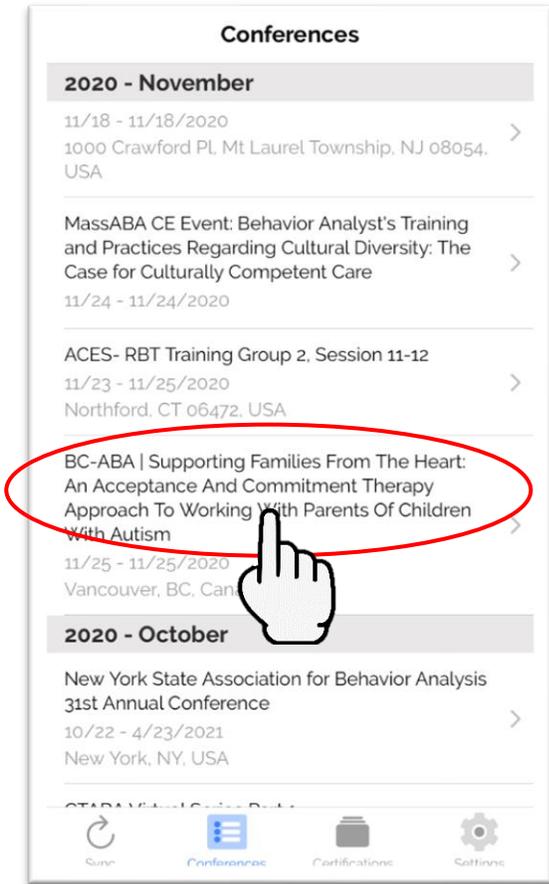
**Step 5: DOWNLOAD** the App for your device and **OPEN** app



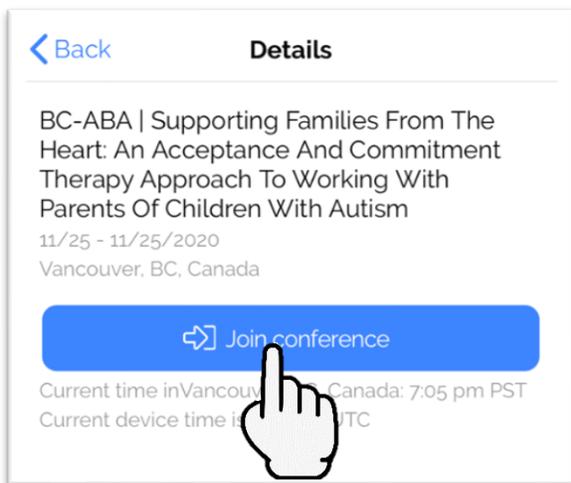
**Step 6: LOGIN** to app



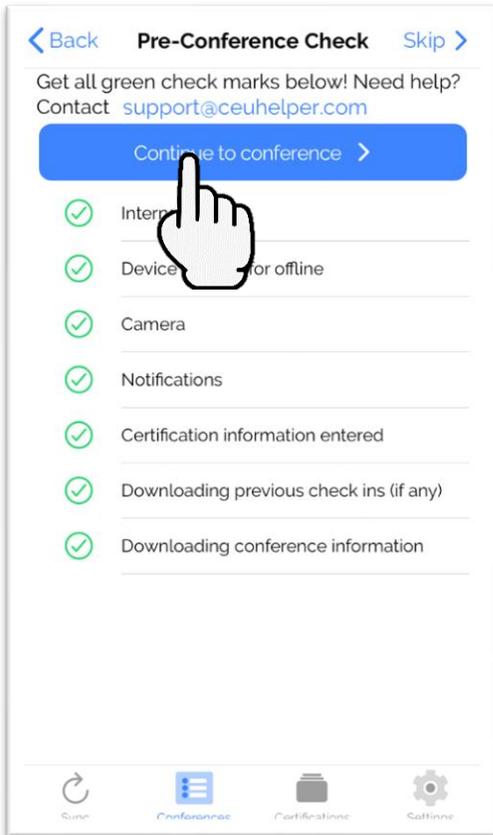
**Step 7: FIND and CLICK on the conference**



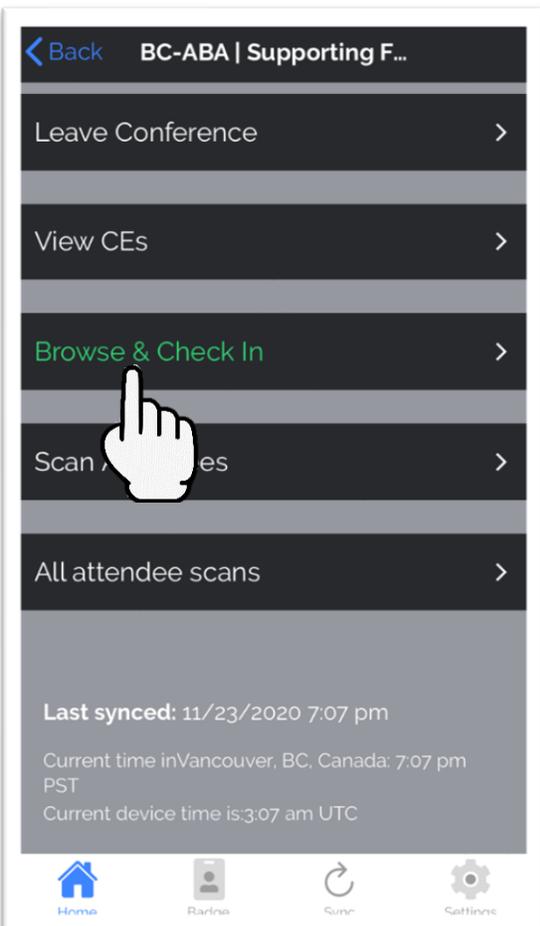
**Step 8: CLICK "Join conference"**



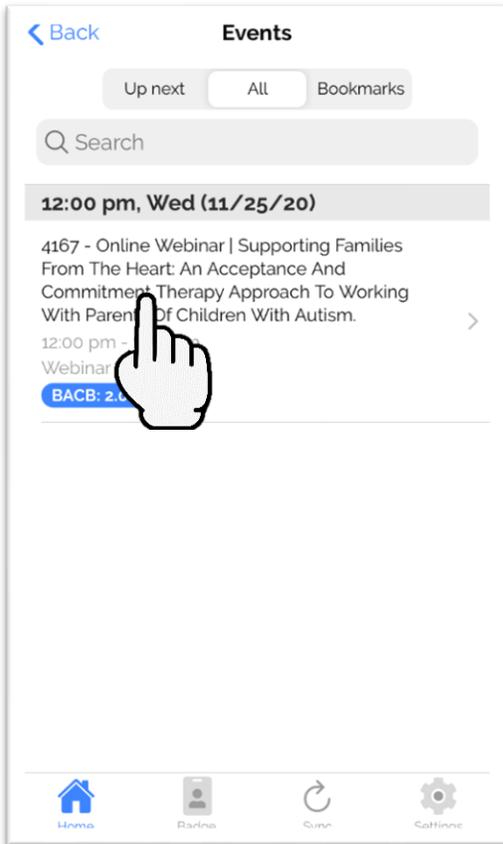
**Step 9:** Ensure all check marks are green, then CLICK “Continue to conference”



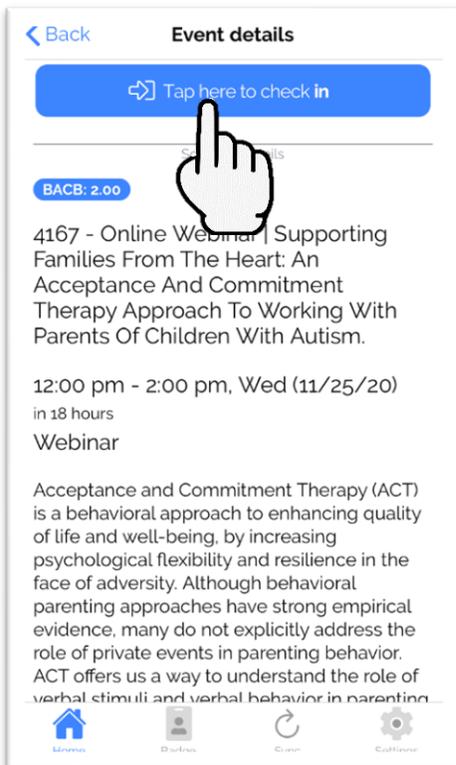
**Step 10:** CLICK “Browse & Check In”



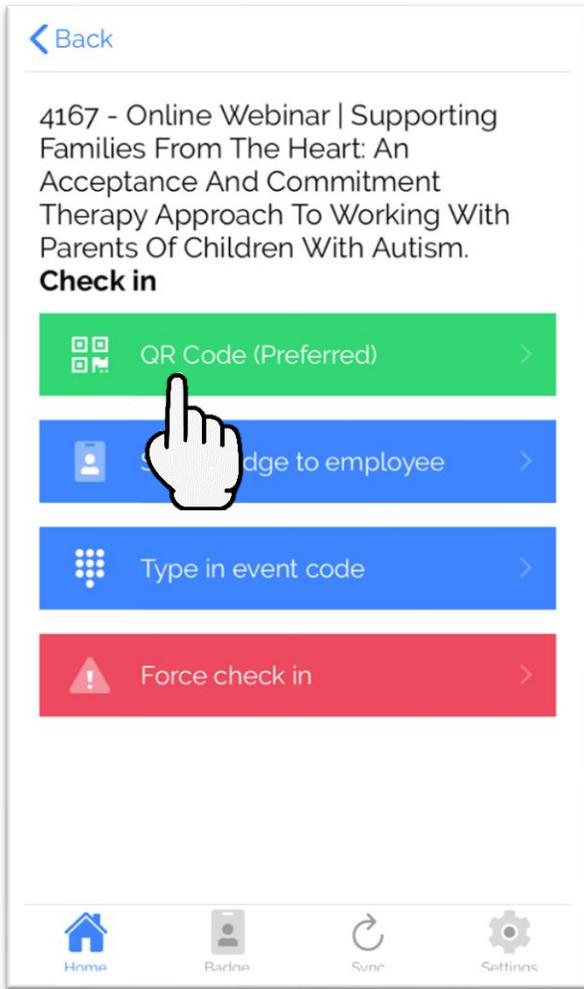
**Step 11: SELECT the event you would like to attend**



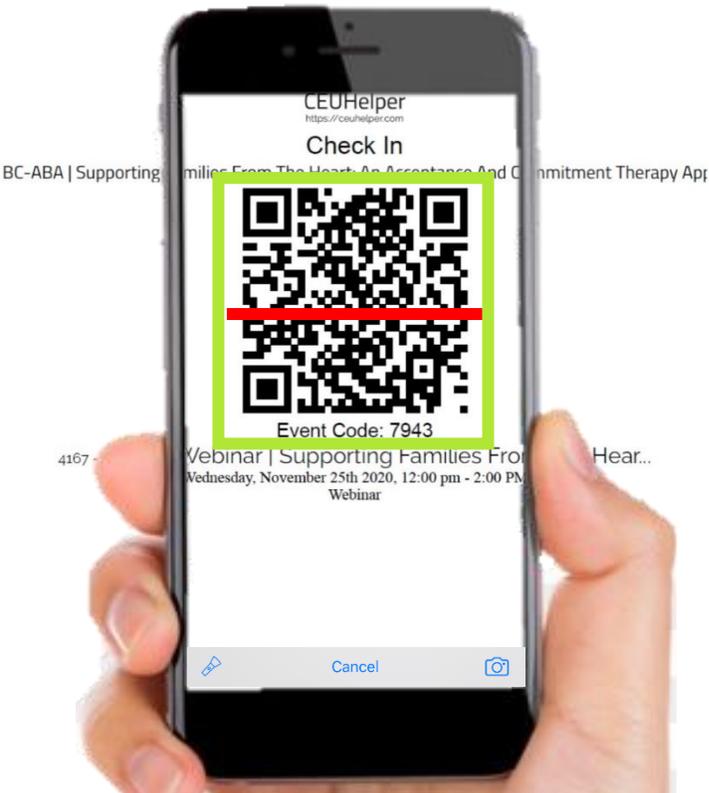
**Step 12: CLICK "Tap here to check in"**



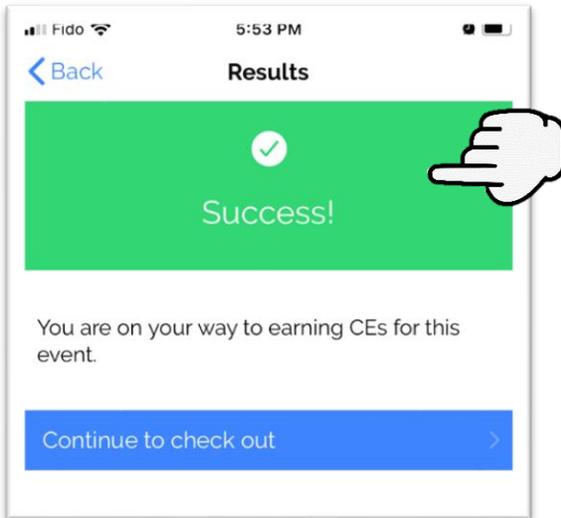
**Step 13: CLICK “QR Code (Preferred)”**



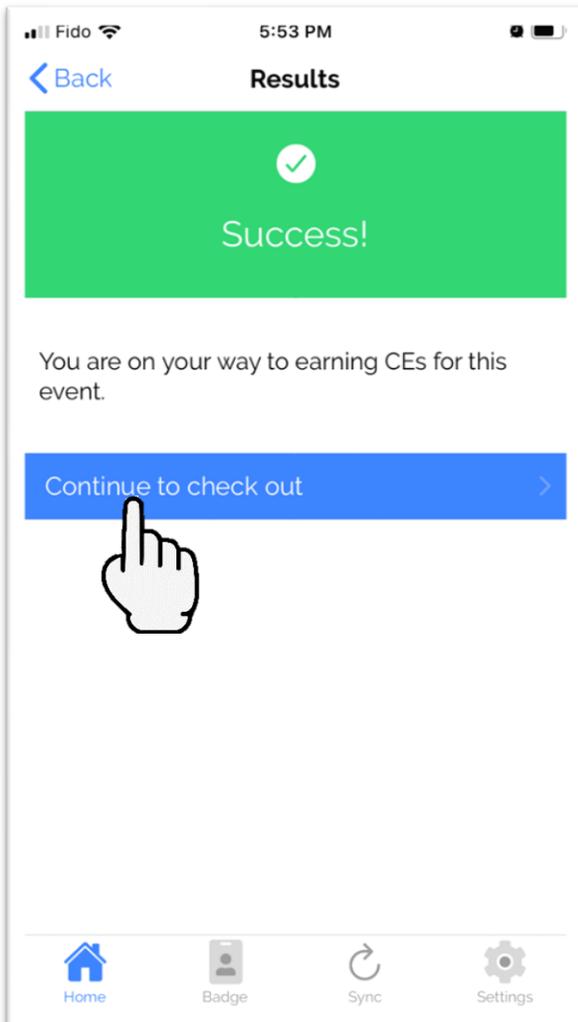
**Step 14: SCAN the Check In QRCode provided by conference committee**



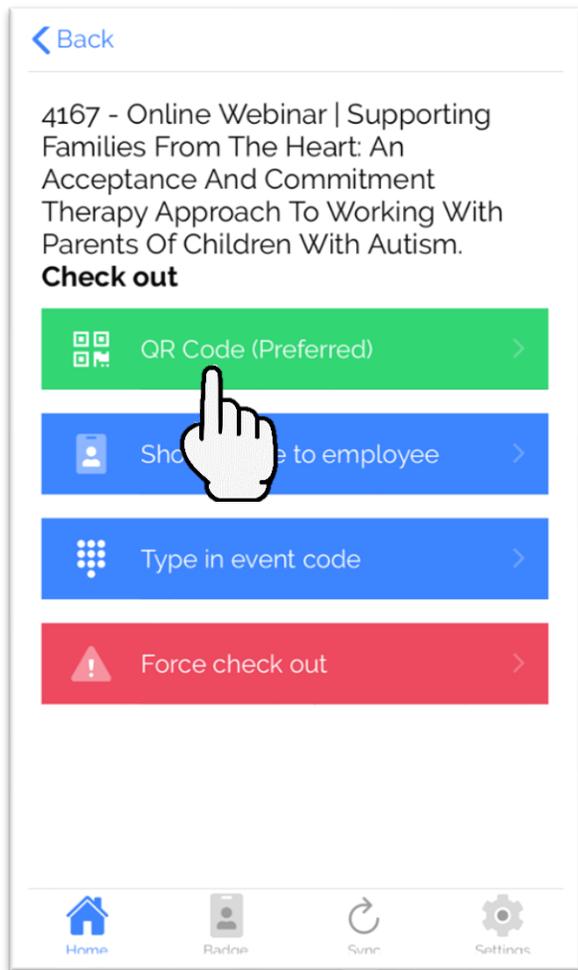
**Step 15:** CONFIRM Check In was successful



**Step 16:** Following the event, CLICK "Continue to check out" to check out of the event



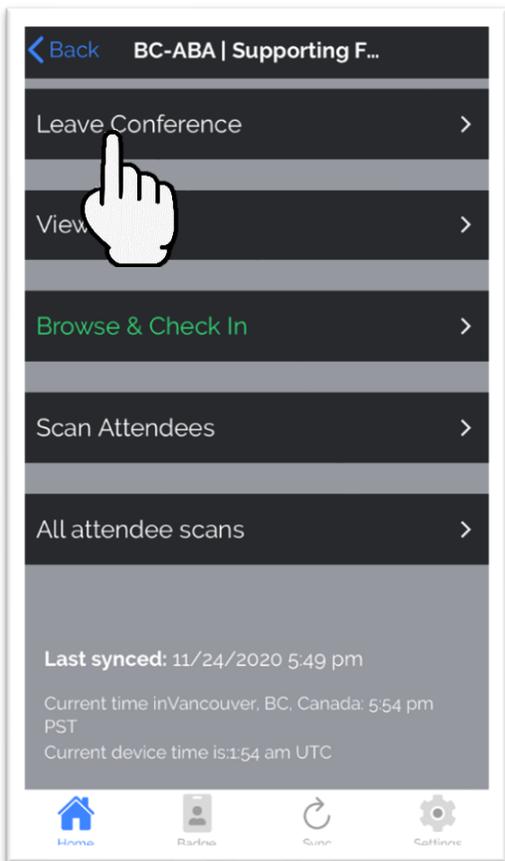
**Step 17: CLICK "QR Code (Preferred)"**



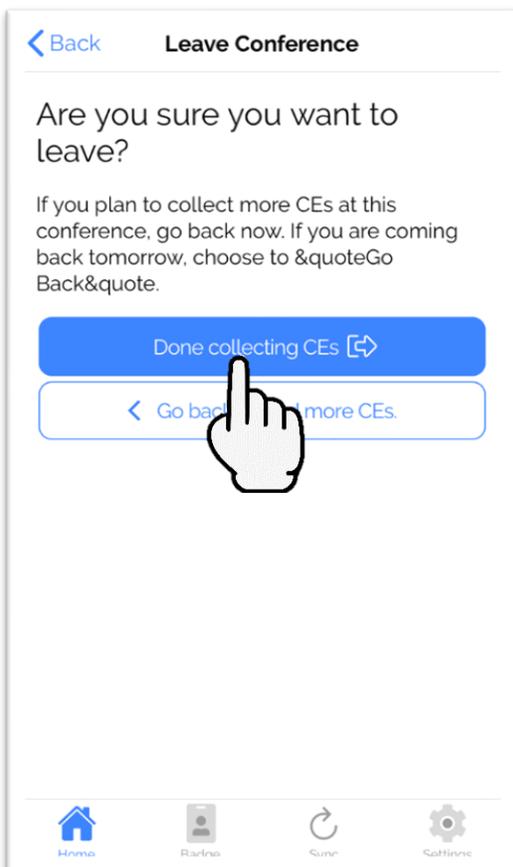
**Step 18: SCAN the Check Out QRCode provided by conference committee**



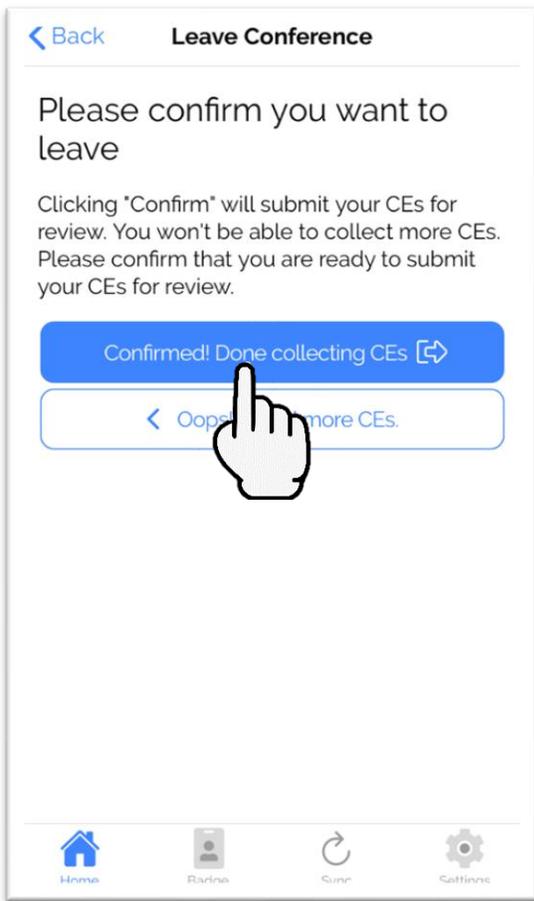
**Step 19:** If you are finished collecting CEUs, CLICK "Leave Conference"



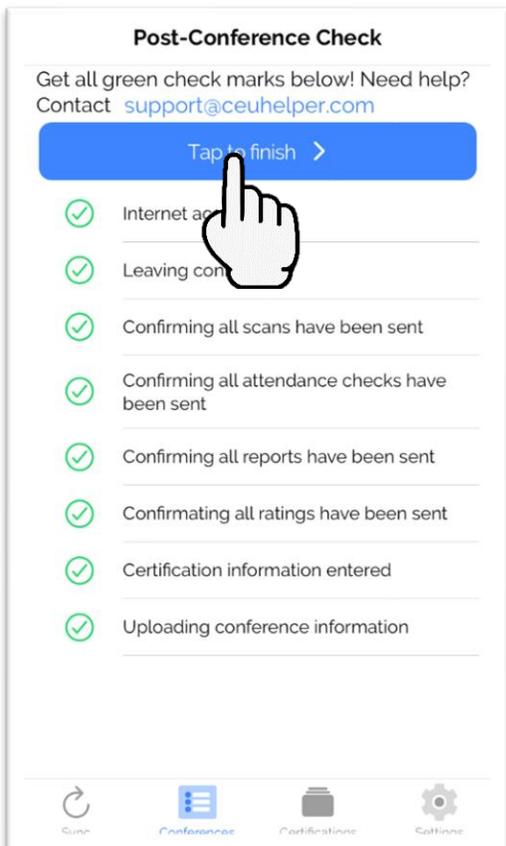
**Step 20:** CLICK "Done collecting CEUs"



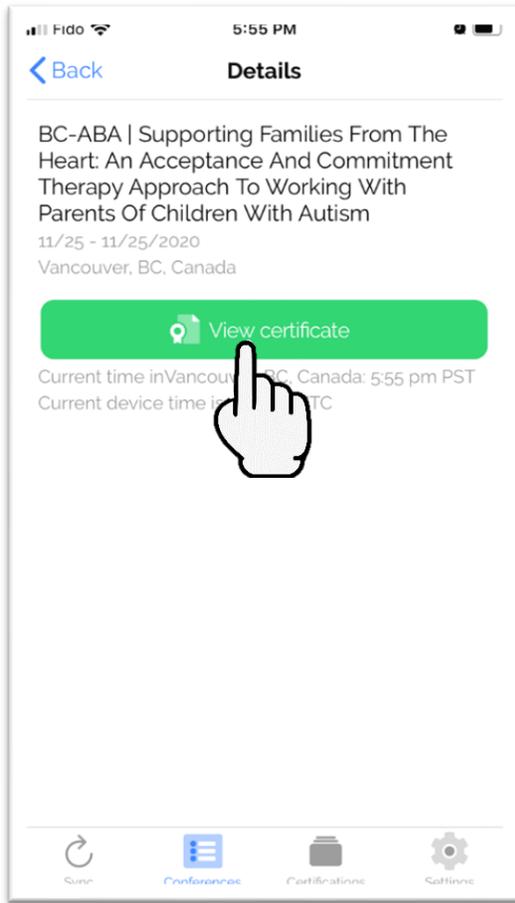
**Step 21: CLICK "Confirmed! Done collecting CEs"**



**Step 22: Ensure all check marks are green, then CLICK "Tap to finish"**



**Step 23: CLICK “View certificate”**



For support please contact [conference@bc-aba.org](mailto:conference@bc-aba.org)