Quick guide on how to set up a password for the meeting online registration

The following guide briefly describes the steps for setting up a password for the online meeting registration

When clicking on the registration link, you will get the image below (1)

➢ Click on Request one now, next to: Don’t have a password? Forgot your password?

➢ Enter your email address and click on continue (2)
The system will provide you with further instructions: “please check your inbox……………….”

➤ When checking your email account you should have received an email sent by ebms.cms@bis.org, if this should not be the case, you might want to check your spam folder.

➤ The email contains the password reset link. Please note that for security reasons the link will be valid for 30 minutes only. Click on the link.
Enter the new password twice and confirm by clicking on the reset password tab, please take into account that the password must fulfill the password criteria’s. (6)

You get the confirmation of the successful password setup (7)

Please note, the password setup (or reset) will take a while for the system to complete (5-7 minutes), therefore you best wait a few minutes before trying to register.

For your information: if you have received a password self-service request link, sent by the event organizer, when clicking on that link, you will end on see image number 2 (not 1).