



PMI Portland Chapter Registration & Pricing Information

Account Information

- [Groups](#)
- [Member Info Download](#)
- [Member Login Info](#)
- [New Members](#)
- [Expired Members](#)
- [Manual Account Set-up](#)

Event Registration Info

- [2011 Chapter Meeting Pricing](#)
- [Pricing for Other Events](#)
- [Walk-In Registration](#)
- [Discount Codes](#)
- [Cancel a Registration](#)

Troubleshooting

- [FAQs](#)

PMI Portland Account Information

- Every PMI Portland Chapter web site account (username/password) has a membership status ("Group").
- Your membership status determines event pricing.
- When you register, the pricing that appears on the registration form is based on your membership status (group) in our system.
- You can only register once for each event.
- You cannot register for someone else while logged in as yourself. The person who is logged in is the person who is registered for an event.

Groups

You can find your membership "group" on our web site by logging in and choosing My Profile from the menu bar. Look in the Group field:

Group Name	Description
Member	PMI Portland Chapter member in good standing.
Student	PMI Portland Chapter member good standing who is also defined as a student by PMI Global Operations (GOC). Does NOT apply to non-members who may be students.
Board	PMI Portland Chapter member in good standing who currently serves on the PMI Portland Board of Directors.
Director	PMI Portland Chapter member in good standing who currently serves as a PMI Portland Director.
Individual	Non-member who is also a Roundtable member. Or, former PMI Portland Chapter member.
Basic Contact	Non-member. Or, former PMI Portland Chapter member.

Member Information Download

Member information is downloaded from PMI GOC weekly, and includes:

- Updates to *existing member* account information
- Create *new member* accounts ([see below](#))

Note: new information can take 1-2 weeks to reach us.

Member Login Information

If you are a PMI Portland Chapter member (and we have received your information from PMI GOC) you will automatically have an account. Log in to the PMI Portland Chapter web site (pmi-portland.org) using this default format:

- **Username** – first initial and last name (no spaces, even if your last name has spaces)
- **Password** – pmi number

New Chapter Members

Please allow 2 weeks for your account to be set up in our system. If you absolutely **must** register for an event because it is closing, and your account is not yet active, see [Manual Account Set-up](#).



PMI Portland Chapter Registration & Pricing Information

Expired Members

After your PMI Portland Chapter membership expires, we will change your group to Individual (non-member). After one year we will change your group to Basic Contact. If you have re-joined at PMI GOC, and need your account changed immediately, see [Manual Account Set-up](#).

Manual Account Set-up

Note: A current Chapter membership is required at the time of registration to take advantage of member pricing. [Please allow 2-3 days for manual account set-up.](#)

Send the following information to support@pmi-portland.org.

Screenshot from your PMI.org My Profile (Membership section) including:

- Full name
- PMI Number
- Expiration Dates
- Membership type
- Chapter Name (Portland)

Event Registration Information

Chapter Meeting Pricing

Group(s) (see Groups)	Keynote / Meeting ...		Educational presentation
	...with meal	...without meal	
Member	\$25	\$15	\$10
Student Member	\$15	\$15	\$ 5
Non-members (Basic Contact, Individual groups)	\$35	\$15	\$10
Late registration -10 am Monday before the meeting to 4 pm day of meeting	Add \$10 to above		
Walk-in registration -starts 4 pm day of meeting	Add \$20 to above		

Pricing for Other Events

Pricing for other events will be listed on the registration form itself, and on relevant web pages.

Walk-In Registration (at the door)

You can register at the door for **Chapter meeting** events; however, we highly recommend that you pre-register online. Why?

- This ensures there are enough tables, chairs and meals for everyone.
- Pricing is \$10 more after 10 a.m. on Monday prior to the meeting and \$20 more at the door.

There is no walk-in registration for **other events** (workshops, classes, conferences).

Discount Codes

If you have been given a Discount Code to use during registration, you will enter the code after you click the Submit (or Continue) button on the registration form.

Cancel a Registration / Refund Policy

Chapter Meeting:

- A full refund will be made if request for cancellation/refund is received 24 hours in advance of the meeting/event (the time registration opens is the official start of the meeting/event).
- All requests for refunds must be made in writing to the respective event coordinator:
[Director of Registration](#)

Professional Development Events: (workshop, classes, conferences)

- 90% of the registration amount will be refunded if the request for cancellation/refund is received more than 30 days prior to the event.
- 75% of the registration amount will be refunded if the request for cancellation/refund is received between 29 and 8 days prior to the event.
- If request for refunds are received less than 7 days prior to the start of the event, the refund will not be processed since monetary outlays have been incurred for meals and materials.
- All requests for refunds must be made in writing to the respective event coordinator:
[Director of Workshops](#)
[Director of Certification](#)
[Annual Conference Director](#)
- Registrations cannot be transferred from event to event due to different rate structures; a refund will be processed and applied to the original credit card.
- [Cancellation/Refund Policy](#)

Troubleshooting

I do not see the correct pricing when I try to register.

1. Be sure you are logged in correctly. Members: log in with your member credentials (see [Member Login Information](#)).
2. Log in and check My Profile to see if you are a member in our system (your "group"). See [Groups](#).
3. Read on for questions about your Group.

I am a Member but my Profile shows that I am in the "Basic Contact" group.

It is possible to have multiple accounts in our system. Log in with your member credentials (see above) and try again. Also see [New Members](#), above. If you have multiple accounts, you can notify support@pmi-portland.org to have your accounts consolidated.

I am a Member but my Profile shows that I am in the "Individual" group.

It is possible to have multiple accounts in our system. Log in with your member credentials (see above) and try again. If you did log in with your member credentials, your membership may have expired. See [Expired Members](#), above.

I am a Student but my Profile shows that my Group is not "Student."

The group Student refers to PMI members who are also students and are members of PMI Portland Chapter. See [Groups](#). If you are a student but not a PMI Portland Chapter member, you will pay non-member pricing.

I am a Student in a Project Management class and want to receive the student rate.

In some cases, Project Management instructors have arranged for special pricing for non-member students, and will give them a discount code to use during registration. This applies only to cases where this has been pre-arranged by the instructor in conjunction with the Director of Academic Outreach (acad_outreach@pmi-portland.org).

I am a new member but I do not have an account. I have tried to log in using the credentials as shown above.

1. Are you a PMI [Portland Chapter](#) member? Look on your PMI GOC profile under Communities. There is an additional fee to join the Portland Chapter.
2. If you are a Portland Chapter member, please see the information above for [New Members](#).

I am a PMI member but am not receiving Member pricing.

You must also be a PMI [Portland Chapter](#) member to receive member pricing. Look on your PMI GOC profile under Communities. There is an additional fee to join the Portland Chapter.

Can I register at the door?

You can register at the door for **Chapter meetings** for an additional fee. See [Walk-In Registration](#).

You cannot register at the door for **other events** such as classes, workshops or conferences.

Can I register more than once for the same event?

No - you may only register once for each event.

Can I register for someone else?

No - you cannot log in as yourself and register for someone else. You must log in as the person who is registering.

Every PMI account (username/password) has a membership status ("Group"). Your membership status determines event pricing. When you register, the pricing that appears on the registration form is based on your membership status/group in our system.

Registration for an event is tied to the account of the person registering, therefore you would have a record of this course in your account instead of in the account of the person attending.

I used the "Forgot Your Password" link and did not receive an email with my account info.

1. Check your spam folder.
2. Our system uses the email address listed in your PMI GOC profile as your primary email address, and looks for this address when checking for account information. Be sure you entered this email address when checking for your account info.
 - If you enter a different email address the system cannot locate your record.
 - If that email address is no longer current, change it at PMI GOC and our site will be automatically updated within 2 weeks.
 - If that email address is no longer current, contact support@pmi-portland.org to find out how to log on.

Forgot your username/password? Use the *Forgot Your Password?* link on the login screen. Read the information above.

Need to change your email or other contact information?

- Chapter members - Change the information at [PMI GOC](#).
- Non-members - on the PMI Portland Chapter web site, log in and change the information in My Profile > My Profile tab > Edit Profile.

Need to change your password?

- All: on the PMI Portland Chapter web site, log in and change the information in My Profile > My Profile tab > Edit Profile.

Questions? Feedback? Contact support@pmi-portland.org.