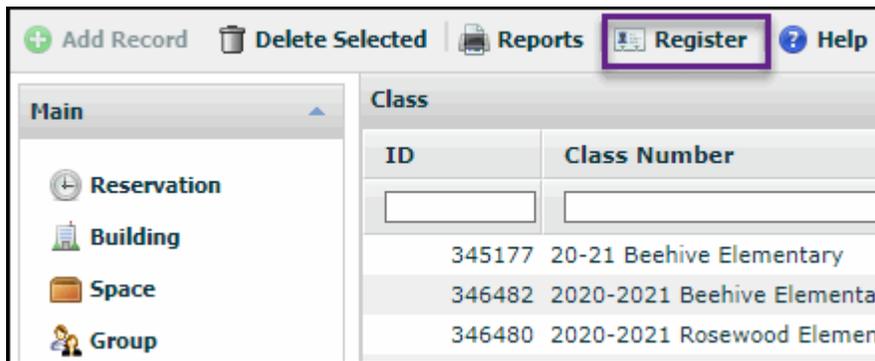




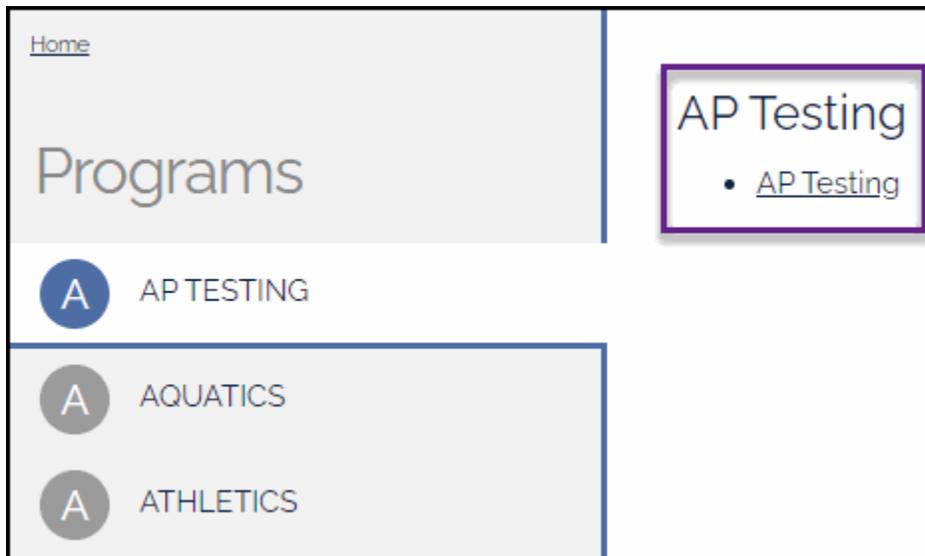
# Add a Person to an Existing Account

When a registration needs to be transferred to an individual who does not currently have a RegWerks account, this person needs to be added under the existing account holder. Follow these steps to add a new Person to an existing account.

1. Click on the **Register** button in the upper left corner of the Main menu.



2. Click on any Program and Category.



3. Click on any Course, and then again on any Class.

Home

H HISTORY AP TESTS

S SCIENCE AP TESTS

History AP Tests

Number:

20/21 US Government & Politics AP Test

20/21 World History AP Test (W)

4. Select **CLICK HERE to Register for this Class.**

5. **Search** for the Account Holder's last name. Select the name when it appears below the Search field.

Last, First

Jones

Search

Name	Email
Jones, Tom	tj@revtrak.com

6. Click on **A New Person.**

Who are you registering?

Please select the person you would like to register for History AP Tests. If the person you want to register is not listed please click on the 'A New Person' option below.

Tom Jones (self)

Heather Jones (other)

A New Person

7. In **Add Person** window, enter information for the new participant. Select **Submit** to complete. The new name now appears in the account holder's account.

Add Person

First Name Blake ✓

Last Name Jones ✓

Close Submit

8. This completes the process of adding a new Person to an existing account, so you may now close the window.