



## SuiteWorld Registration Instructions

Anyone planning to attend SuiteWorld needs to register using an existing Oracle single sign-on (SSO) account or will need to create one to complete the registration process.

1. Visit the [SuiteWorld website](#) and click any of the “Register” buttons to begin.
2. You will see a sign in page (image 1).
  - a. If you already have an Oracle Account, enter your username and password, click “Sign in” and skip to Step 4. Your username is generally your email address.

**Note:** If you have forgotten your username or password, click on the info icons (  ) for assistance.
  - b. If you do not have an Oracle Account, click “Create Account” at the bottom, then continue to Step 3.

Image 1

A screenshot of the Oracle Sign in page. The page has a white background with a blue header. The main heading is "Sign in". Below the heading are two input fields: "Username" with a person icon on the left and an info icon on the right, and "Password" with a lock icon on the left and an info icon on the right. Below the input fields is a blue button labeled "Sign in". Below the button is a section titled "Don't have an Oracle Account?" with a white button labeled "Create Account". At the bottom of the page, there is a footer with the text "© Oracle | Legal Notices | Terms of Use | Privacy Policy".



3. Fill in all required fields to create an Oracle Account (image 2). Please remember the password you create. Your username will be the email address you enter. These login credentials will allow you to access your registration profile at any time, including when you are onsite at the event.

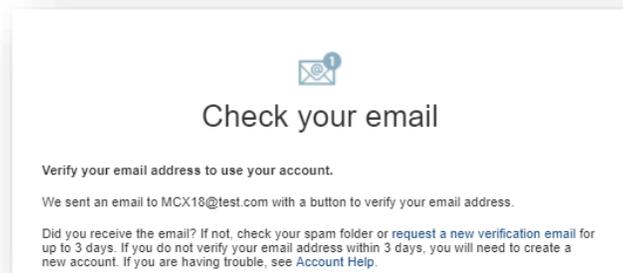
Once you have entered all the required information, click “Create Account.”

After your account is created, you will see a confirmation and a message to check your email (image 3). You will be required to verify your email address. You will receive an email from Oracle to the address you used for your username. Click on the link provided in the email to finalize your Oracle.com account creation.

Image 2

The screenshot shows the 'Create your Oracle Account' form. At the top, there is a user icon and the title 'Create your Oracle Account'. Below the title, it says 'Already have an Oracle Account? [Sign In](#)'. The form contains several input fields: 'Email Address' (with a note 'Your email address is your username.'), 'Password' (with a note 'Passwords must have upper and lower case letters, at least 1 number, not match any part of your email, and be at least 8 characters long.'), 'Retype password', 'Country' (set to USA), 'Name' (split into 'First or Given Name' and 'Last Name'), 'Job Title', 'Work Phone' (with a '+1' prefix), 'Company Name', 'Address', 'City', 'State/Province' (set to '--Select--'), and 'ZIP/Postal Code'. At the bottom, there is a checkbox for 'Yes, send me e-mails on Oracle Products, Services and Events.' with a note 'You may opt-out of all marketing communications. [Unsubscribe.](#)'. Below the checkbox is a paragraph of legal text: 'By clicking on the "Create Account" button below, you understand and agree that the use of Oracle's web site is subject to the Oracle.com Terms of Use and Oracle's Privacy Policy, including the fact that Oracle may transfer your personal information collected in connection with your registration on this website to its affiliates globally and to third party entities that provide services to Oracle.' At the very bottom is a blue 'Create Account' button.

Image 3



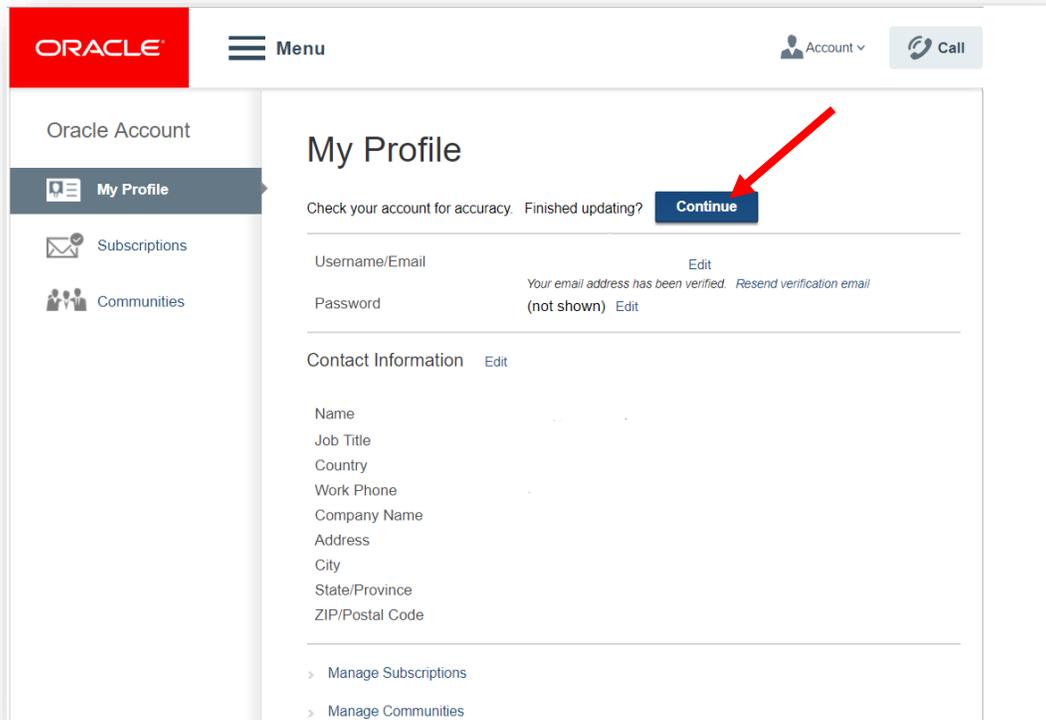
Upon verifying your email, please go back to step 2, enter your log in credentials, and sign in.



- Once you have entered your Oracle Account username and password, you will have an opportunity to review your account information. You can make any updates as necessary by clicking “Edit.”

To begin the conference registration process, click “Continue” (image 4).

**Image 4**





5. This will take you to your Registration Profile, where you will fill in more information about yourself (images 5 & 6).

Image 5

Registration Profile

\*Required

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### Attendee Information

First Name

Do you have a preferred first name for your badge?

Yes

Last Name

Job Title

Company

Email

Work Phone

Mobile Phone

Alternate Email

### Emergency Contact

Emergency Contact Name

Emergency Contact Number

Would you like to provide an administrative contact? \*

Yes

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### Administrative Contact

Contact Name? \*

Contact Email? \*

Contact Phone? \*

Image 6

6. You will then reach your Attendee Profile, where you will be asked to answer some questions about your industry, role, company, and more. If you are employed by a government organization, you can indicate it on this page, as well as any special needs you may have.



7. If you plan to apply for a US visa, select “Yes” and enter the full name on your passport (image 7). A statement of attendance letter will be processed shortly after the registration is completed. Attendees are responsible for completing and submitting the visa application to their local consulate or embassy. Cancellation policy/dates will still be in effect even if your visa application is denied.

### Image 7

#### Visa Information

If you plan to apply for a US visa, attendees are responsible for complying with all applicable US immigration laws, and for following the guidance at the US consular website where you submit an application. You should consult with your own employer or other resources, such as the US consular office website, regarding questions about US visas and requirements. For information on US embassies and consulate, go to: <https://www.usembassy.gov>. Please note that if your visa application is denied and you choose to cancel your SuiteWorld registration, you will still need to adhere to the Cancellation Policy deadlines.

Will you apply for a US visa? \*

Yes  No

Full name on passport \*

8. On the next page, you can review the full Terms & Conditions and indicate if you would like to receive more information from Oracle.
9. If you have received a discount code, you may enter it at the top of the package selection page and click “Apply Code” (image 8). You will see the discount reflected in the package price.

If you wish to register for Pre-Event Training, you can do so on this page as well (image 9). Select your desired package, complete payment information (if necessary), and click “Submit Order.”

### Image 8

Discount Code If you have received a discount code, enter it in the box and click **Apply Code**.

Enter Discount Code

**APPLY CODE**

### Image 9

#### CONFERENCE PACKAGES

<input checked="" type="checkbox"/>	<b>Full Conference Pass</b> This full conference package includes keynotes, sessions, SuiteWorld Expo, meals, evening events, GloFest, SuiteGurus, and product roundtables.	1
<input type="checkbox"/>	<b>Pre-Event Training &amp; Certification</b> Get in early and step up your NetSuite skills by attending one of the Pre-Event Training sessions. These training sessions are 2 day classes and run Sunday, March 31 and Monday, April 1 from 9:00 AM to 5:00 PM. To see class details, please click here. You will be able to make your selection on the next page.	1



10. All attendees, regardless of which sector they work in, must be in compliance when receiving a complimentary or discounted package. If you are employed in the private sector, you will be required to acknowledge that you are authorized by your company to accept an invitation to SuiteWorld.

If you are employed by the government/public sector, you are required to download the compliance letter. This form must be signed by your organization's appropriate legal counsel, ethics officer, or designated executive official for gifts/ethics matters and returned to the conference registration team **before the start of the event**. A link to this required compliance form, as well as instructions on where to send the completed one, is included with the compliance terms and conditions message that will appear when you submit your order.

11. Once you complete the registration process, you will reach the confirmation page where you can book your hotel room (image 10). If you prefer to make your hotel reservation at a later date, or make any changes to your registration, simply log back into your account.

You will receive a confirmation email with an invoice attached.

### Image 10

Ready to Book Your Hotel? Lowest Rates Guaranteed.

Would you like to make a hotel reservation now? Thank you for registering for SuiteWorld19 Registration. We look forward to seeing you. If you reserve a hotel through the SuiteWorld19 Registration conference web site, you can benefit from special hotel rates. If you choose not to register for your hotel at this time, you can return to the SuiteWorld19 registration conference web site and confirm your reservation at a later date.

[BOOK HOTEL](#)

If you time out at any point during the registration process, please log back in and you will be taken to the point where you left off.

**Questions?** Contact the help desk Monday through Friday, 6:00 a.m. to 6:00 p.m. PT.

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**Email:** SuiteWorld@gpjreg.com