Fung Loy Kok Institute of Taoism Participant Access System: Step-by-Step Guide

1. Go to Fung Loy Kok Institute of Taoism website: https://www.taoist.org/.

2. Scroll down to the bottom of the screen, and click on **"Participant Access System"**.

3. Choose the location where you wish to attend sessions,and Click on **"Go to location"**, for example

4. On the next screen, click on **"Join"**.

ONCE YOU BEGIN YOUR REGISTRATION, COMPLETE IT 100%. WITHOUT STOPPING
IF YOU ENCOUNTER PROBLEMS, EMAIL pashelp@taoist.org

5. Registration
   a. Enter your First Name and Last Name.
   b. Enter your email address. Your email will automatically be entered in the Username.
   c. Enter a password, which must contain at least 8 characters, and include at least one number.
   d. Click **Continue**.

6. Participant Information
   a. Answer all questions.
      If your name or address contains accents, apostrophes, hyphens, etc. please leave them out, e.g. Jean-Luc, Jean Luc.
   b. Telephone numbers must have 10 digits (do not precede with 1, or add hyphens or spaces).
   c. Fill in your digital signature by typing in your First Name and Last Name (without accents, hyphens, etc.).
   d. The date will be filled in automatically, there is nothing to do here.
   e. Click **Continue**. *If you are unable to continue, make sure all the fields are properly filled out.*

7. Participant Category and Payment Period
   a. Select your category. Some categories have a choice of manual or automatic renewal.
   b. Click **Continue.**

8. Proceed to Payment
   a. Pay your supporting contribution by credit card. Fill in all required information (name as it appears on your credit card, card number, expiry date, CVC code, country, and postal code). This is a secure website.
   b. Click **Continue. NOTE: The discount code is left blank.**

Your registration is complete.

The next time you want to access your dashboard, repeat steps 1,2,3. Then click **"PAS Login"**.

If you have any questions, email pashelp@taoist.org