



## Memberships: User Guide to New Online System

### Renewals for Primary and Additional Locations

#### Step 1

Go to: <https://willow.reg-system.com/CIGFH>

Click on the first option “Renewals for Primary and Additional Locations”

**MEMBERSHIP REGISTRATION**

0%

Membership: \*

- ☒ 2015 Renewals for Primary and Additional Locations
- ☐ 2015 Renewals for Associates / Suppliers
- ☐ 2015 New Primary and Additional Locations
- ☐ 2015 New Associate / Supplier

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#### Step 2

Click Next



### Step 3

Fill in all required information.

LE GROUPE INDÉPENDANT DE MAISONS FUNÉRAIRES DU CANADA

## MEMBERSHIP REGISTRATION

17%

This page is for your account information.  
It should be the information of your **Primary** location.

First Name: \* Julie

Last Name: \* Hosson

Title:

Email Address: \* julie.hosson@thewillowgroup.com

Company / Organization: \* Hosson Funeral Home

Address: \* 123 Main Street

Address 2:

City: \* Ottawa

Province \* Ontario

Be sure to read the statements carefully as you make your selections.

Company / Organization: \* Hosson Funeral Home

Address: \* 123 Main Street

Address 2:

City: \* Ottawa

Province \* Ontario

Postal \* K2T 1C1

Telephone (Area Code and Number): \* 613.555.6523

Fax (Area Code and Number): 613.555.6524

Language Preferred \* ☒ English  
☐ French

I hereby certify that the business that is applying for membership is Canadian owned \* ☒ Yes  
and operated independently of funeral industry conglomerates. ☐ No

By checking this box, you consent to receive electronic confirmation of your recent transaction from us, as well as future communications from C-IGFH regarding your membership and other promotional material. You may unsubscribe at any time. ☒

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### Step 4

Click Next



## Step 5

Read all questions in detail and be sure to fill in the blanks where applicable.

### MEMBERSHIP REGISTRATION

33%

Is the funeral establishment independently owned and operated? \* ☒ Yes  
☐ No

If no, please explain:

Do you have any affiliation with large traded corporations who provide funeral and memorialization services? \* ☐ Yes  
☒ No

If yes, please explain:

Is your funeral establishment licensed and in good standing with you Provincial Regulatory Board? \* ☒ Yes  
☐ No

Do you operate a licensed funeral home in your community? \* ☒ Yes  
☐ No

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## Step 6

Click Next

## Step 7

If you are only renewing your main location,

**Click the first radio button** and  
**Select 0** from the drop down menu,  
then **Click Next**

### MEMBERSHIP REGISTRATION

50%

Renewal **Primary** Membership for one location, for the calendar year of 2015 \* ☒ \$275.00 + sales tax

How many additional locations are you renewing? \* ☒ 0  
(This does not include the primary location)

0

1 Additional Location at \$125.00

2 Additional Locations for \$250.00

3 Additional Locations for \$375.00

4 Additional Locations for \$500.00

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### Step 8

If you have one or more locations to renew on top of your primary location, be sure to select the correct number of additional locations from the drop down menu and type in the full address in the text box that will appear.

How many additional locations are you renewing? \*  
(This does not include the primary location)

Please type in the Facility Name and Full Address of the additional location: \*

1 Additional Location at \$125.00

654 Side Street, Ottawa, ON, K2T 1

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### Step 9

Once completed, a confirmation screen will appear, be sure to double check all details before clicking next.

### Step 10

Select your payment method and follow the steps to complete your membership renewal.  
You will receive an email confirmation of your renewal for your records.