



1 Go to eiabc website - eiabc.org

Under the **MEMBERSHIP** menu tab, select **NEW MEMBERS**

The screenshot shows the EIA website's 'New Members' page. The navigation menu includes 'About us', 'Meetings', 'Membership', 'Events', and 'Resources'. The 'Membership' menu is expanded, showing 'Membership Renewal & Login' and 'New Members'. The 'New Members' section contains a form for entering personal details and a promotional banner for a quarterly meeting on May 16, 2016, with a 'Buy Ticket' button.

2 Input your personal details.

The close-up screenshot shows the membership form with the following sample data entered:

- Name: New Member
- Contact Person: Name
- Address: 123 Street, Here Street
- Email: myemail@here.com
- Phone: 604-555-5555
- Business Phone: if applicable
- Mobile Phone: if applicable
- Website: (empty)

IMPORTANT NOTE:
Whatever email you use here will become your contact email and your sign-in email on the Membership area of the website.

3 Membership Type

- Standard Membership - 1 year**
Basic Annual Membership for one year
- Standard Membership - 2 years**
Basic Annual Membership for two years
- Non Member**

Select from the options available.

1-year Standard Membership - fee is \$75.

2-year Standard Membership - fee is \$150.

Depending on your selection, your dues will be due 1 or 2 years from the date of sign-up.



Website Instructions

New Membership Sign up

4a Billing Options - Automatic Renewal

Automatic renewal
\$75 / year

Name on card

Billing address

City, state/province, postal code

Credit/debit card number

Expiration date /

CVC number

Your membership will be automatically renewed.

Pay online
\$75 / year
\$75 due for period Apr 07 2016 - Apr 07 2017

Pay by cheque
\$75 / year
\$75 due for period Apr 07 2016 - Apr 07 2017

Automatic Recurring Billing

Input your name and payment information. The website is protected for such security purposes.

Important information:

- Your credit card information will be stored in the system.
- 30 days before your membership expires, you will receive an email notifying you that your membership is due.
- **Your credit card will be automatically billed** for the next term of membership on the due date. Depending of what you selected under Membership Type* - 1 year or 2 years - you will be billed for the next term of the same.

4b Billing Options - Pay Online

Automatic renewal
\$75 / year

Pay online
\$75 / year
\$75 due for period Apr 08 2016 - Apr 08 2017

Name on card

Billing address

City, state/province, postal code

Credit/debit card number

Expiration date /

CVC number

Pay by cheque
\$75 / year
\$75 due for period Apr 08 2016 - Apr 08 2017

Online Recurring Billing

Input your name and payment information. The website is protected for such security purposes.

Important information:

- Your credit card information will NOT be stored in the system.
- 30 days before your membership expires, you will receive an email notifying you that your membership is due.
- You will then need to sign in to your membership area and input your credit card information for the next year's membership payment.



Website Instructions

New Membership Sign up

4c Billing Options - Pay by cheque

Automatic renewal
\$75 / year

Pay online
\$75 / year
\$75 due for period Apr 08 2016 - Apr 08 2017

Pay by cheque
\$75 / year
\$75 due for period Apr 08 2016 - Apr 08 2017

Mail cheque to:
201-3989 Henning Drive,
Burnaby, BC
V5C 6N5

Offline Recurring Billing

Input your name and payment information. The website is protected for such security purposes.

Important information:

- No credit card information will be stored in the system.
- 30 days before your membership expires, you will receive an email notifying you that your membership is due.
- You will then need to renew your membership by mailing in your membership fees by cheque or paying at a meeting.

5 Sign Up!

Sign Up! By signing up, you are agreeing to our [online terms of service](#)

Click on **SIGN UP!** when your payment info has been added.

NOTE - For All billing options:

30 days before your membership expires, you will receive an email reminding you.

10 days after your membership has expired, you will receive an email regarding this.

30 days after your membership has NOT been renewed, it will be considered expired.



Website Instructions

New Membership Sign up

6 Profile Settings - optional

The Profile page info is optional at this time. If you would like to enter your logo - it will show up in the directory. Any of these settings can be added at a later date.

Scroll to the bottom of the page
Click on **SAVE & CONTINUE** when you are done entering the Profile information.



Website Instructions

New Membership Sign up

7 Additional Settings - optional

Additional Contact Settings are also optional. To learn more of this feature there is a short video explaining them.

Click on [SAVE & CONTINUE](#).

8 Deals - optional

Deals - This page is not applicable at this time. Please Scroll to the bottom of the page

Click on [SAVE & CONTINUE](#)

9 Complete!

You will receive an email receipt. Please check your email. If the email is not received, please check the junk mail folder.

***Within the email will be important information regarding your Account and Password.**

Save this email for your records and/or write down your password for future reference.



Website Instructions

New Membership Log-in

10 Log-in to Website - optional

Go to eiabc website - eiabc.org

Under the [MEMBERSHIP](#) menu tab, select [MEMBERSHIP RENEWALS AND LOGIN](#)

You can now Log in to the website with your Account and Password.

Enter your Email address and the password given to you in the email received in **STEP 9*** above.

Click on [SIGN IN](#).

The following pages of options will be the same as in the previous steps (Steps 6 to 8) shown above.

This is where you will come to **Renew** your membership if you did not sign up for Automatic Recurring Billing.

Thank you for your Membership. Enjoy!