



International Association  
of Business Communicators

**IABC  
NEW MEMBER JOIN  
PROCESS**

## JOIN IABC

Navigate to the IABC Website and click Login. Under Don't have an account yet? Click Create an Account.

Enter your information in the fields and click Create Account.

The screenshot displays two side-by-side forms on the IABC website. The left form is titled "Login to your account" and includes fields for "Email" and "Password", a "Remember Me" checkbox, and a "Login" button. Below the login form is a "Forgot your password?" link and a "Don't have an account yet? Create an account." link, with a red arrow pointing to the latter. The right form is titled "Create an Account" and includes fields for "First Name", "Last Name", "Email Address", "Password", and "Confirm Password", each with a red asterisk indicating a required field. A "Create Account" button is at the bottom right, with a red arrow pointing to it. The footer of the page reads "© 2021 - International Association of Business Communicators".

Follow the steps on each page and complete the required fields.

Once you have completed all of the steps, you will have to verify your account. You will receive an email with a link to verify your email address.

This will open a new webpage. Then, follow the button that says Click here to Continue.



## Verify Your Account

A verification email has been sent to [REDACTED]@gmail.com

Please check your email and follow the instructions to finish your sign up process.

[Go to Home Page](#)



Thank you, your email has been verified now.

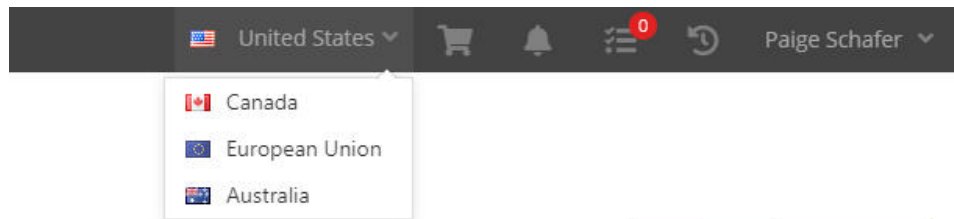
[Click Here to Continue](#)

[Go to Home Page](#)

## NATIONAL MEMBERSHIP SELECTION

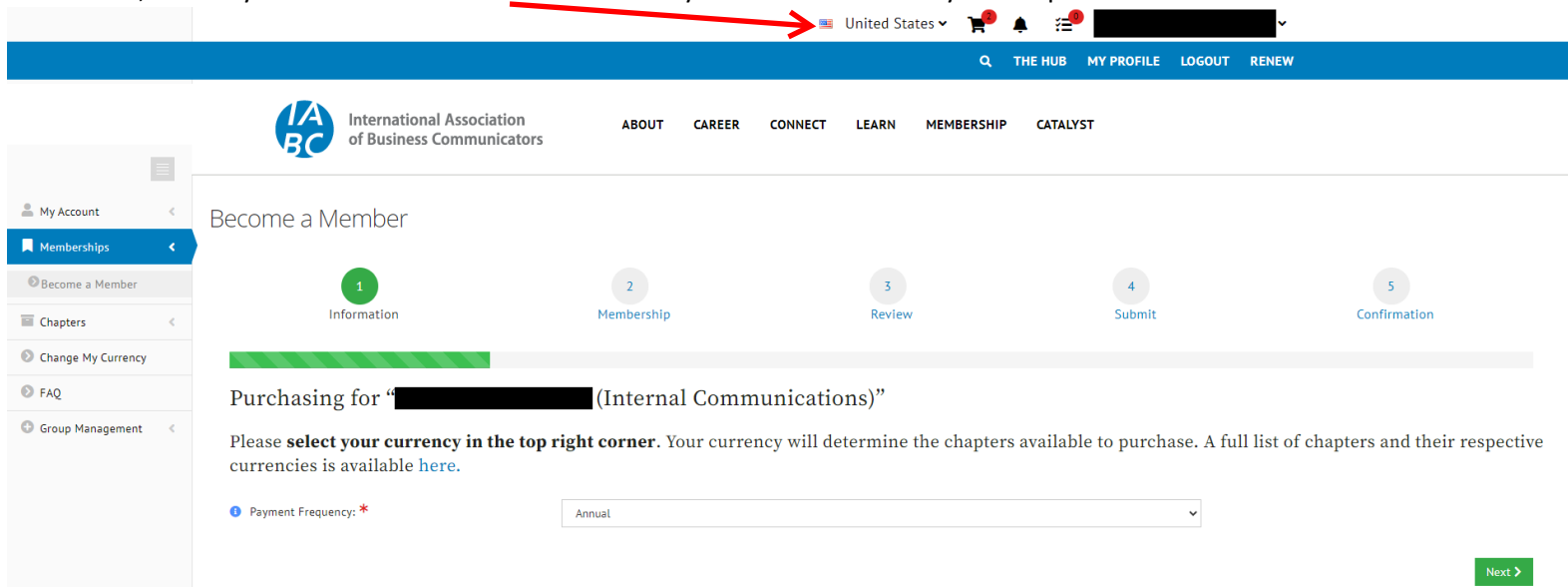
Next, go to the become a member page: <https://members.iabc.com/memberships/become-a-member>  
This will launch the Membership Purchase Wizard where the National Memberships are displayed. The options displayed below are based on the currency selected from the drop-down menu.

**NOTE:** The system defaults to USD. You can change the currency from anywhere in the system using the drop-down menu on the top right side of the screen.

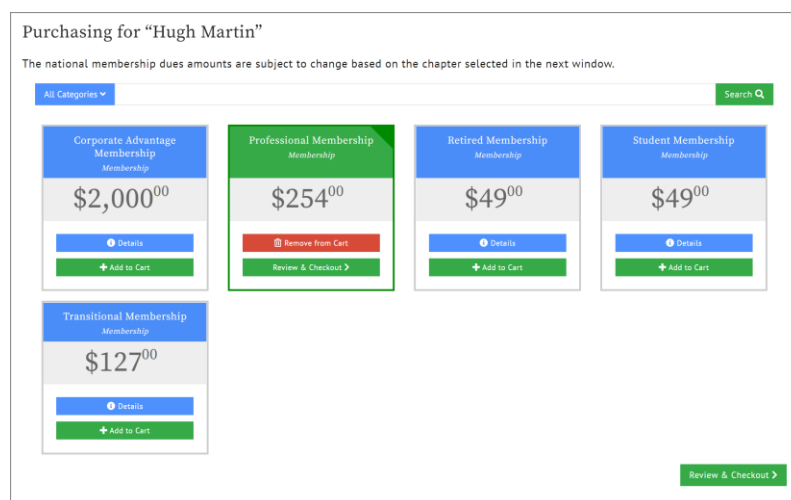


Select the payment frequency. You can pay annual or in quarterly installments.

Also, ensure you have selected the correct Country. This will determine your chapter selection.



Select the appropriate membership type.



Once the National Membership has been selected, click 'Review and Checkout' to progress onto the chapter selection.

PRIMARY AND SECONDARY CHAPTER SELECTION

The Membership Wizard will display the Primary and Secondary Chapter selections. The user can continue with the same chapters or select “Remove from Cart” and select another.

Once complete, select “Review and Checkout”.

Purchasing for “Hugh Martin”

The chapter dues below include your region dues amount. **Please select your primary.**

All Categories Search

Categories Africa Region Asia Pacific Region EMENA Southern Region US - Heritage Region US - Pacific Plains Region US - Southern Region	<b>Aotearoa</b> Membership \$65 <sup>00</sup> Details + Add to Cart	<b>Arkansas</b> Membership \$35 <sup>00</sup> Remove from Cart Review & Checkout	<b>Atlanta</b> Membership \$75 <sup>00</sup> Details + Add to Cart	<b>Austin</b> Membership \$50 <sup>00</sup> Details + Add to Cart
	<b>Barbados</b> Membership \$75 <sup>00</sup> Details + Add to Cart	<b>Boston</b> Membership \$50 <sup>00</sup> Details + Add to Cart	<b>Brazos Valley</b> Membership \$50 <sup>00</sup> Details + Add to Cart	<b>Caribbean</b> Membership \$10 <sup>00</sup> Details + Add to Cart

Purchasing for “Hugh Martin”

The chapter dues below include your region dues amount. **If you would like a second chapter please select one below.**

All Categories Search

Categories Africa Region Asia Pacific Region EMENA Southern Region US - Heritage Region US - Pacific Plains Region US - Southern Region	<b>Aotearoa</b> Membership \$65 <sup>00</sup> Details + Add to Cart	<b>Atlanta</b> Membership \$75 <sup>00</sup> Details + Add to Cart	<b>Austin</b> Membership \$50 <sup>00</sup> Details + Add to Cart	<b>Barbados</b> Membership \$75 <sup>00</sup> Details + Add to Cart
	<b>Boston</b> Membership \$50 <sup>00</sup> Details + Add to Cart	<b>Brazos Valley</b> Membership \$50 <sup>00</sup> Details + Add to Cart	<b>Caribbean</b> Membership \$10 <sup>00</sup> Details + Add to Cart	<b>Central Florida</b> Membership \$35 <sup>00</sup> Details + Add to Cart
	<b>Central Oklahoma</b> Membership \$35 <sup>00</sup> Remove from Cart Review & Checkout	<b>Dallas</b> Membership \$58 <sup>00</sup> Details + Add to Cart	<b>DELETE Franklin College</b> Membership \$4 <sup>00</sup> Details + Add to Cart	<b>Detroit</b> Membership \$75 <sup>00</sup> Details + Add to Cart

## REVIEW AND CHECKOUT

From the final step of the Membership Renewal process, users can:

1. Review the Order Summary
2. Confirm or Add a Billing Address
3. Apply a Payment
4. Send a copy of the Confirmation Email
5. Submit the Order

**Order Summary**

ITEMS	\$289.00
TOTAL	\$289.00

**Billing Address** + add new billing address

123 Walker Road Great Falls, Virginia 22066 United States

**Payment Options**

Name on Check:

**Confirmation Email**

Send confirmation email to: marytest@test.com

Send a copy to:

< Previous Submit Your Order ✓

## MEMBERSHIP DATES

Once the payment is made to the membership order, the new membership dates will be updated on the Overview Tab of the Customer Record and within the Purchases Tab > Memberships Menu > Active Memberships.

Hugh Martin Individual

Apps > Customers App > Individuals

Overview Account Purchases Requests Tasks Documents Buy

Recent Orders Recent Invoices Recent Payments Memberships Subscriptions Advertising Merchandise Publications Courses Certifications

Active Memberships Inactive Memberships

Memberships

1 [ 1 to 4 out of 4 records ]

Type	Join Date	Effective Date	Expire Date	View	ID Card	Renew
Professional Membership	6/17/2021	6/17/2021	7/17/2022	Details	Download	
Arkansas Primary	6/17/2021	6/17/2021	7/17/2022	Details	Download	
Dates Synced Professional Membership				Details	Download	
Central Oklahoma	6/17/2021	6/17/2021	7/17/2022	Details	Download	
Dates Synced Professional Membership				Details	Download	