

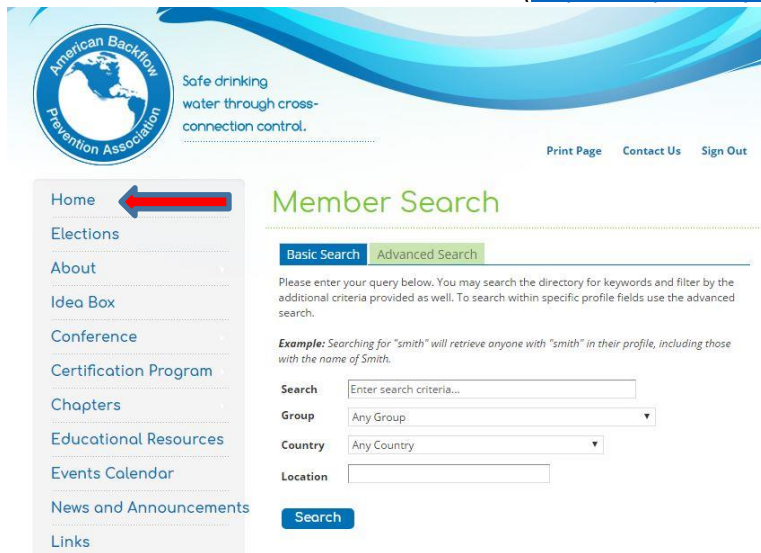
## ABPA MEMBER INSTRUCTION GUIDE

Log-in to your ABPA Membership Profile to Renew Your Membership & Update Your Information

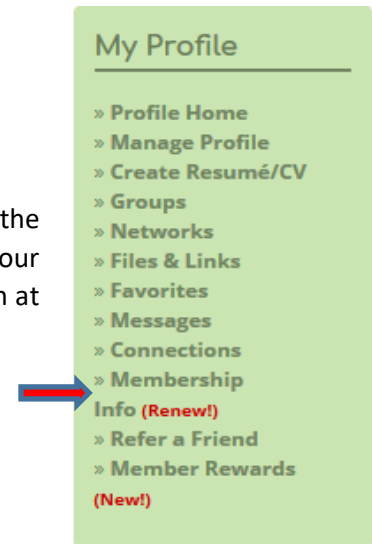
- From the [www.abpa.org](http://www.abpa.org) homepage, sign into your account using the green box at the top right of the page. If you have never signed into your profile, use the following default login credentials.
  - **Username:** firstnamelastname
  - **Password:** ABPA2016



- If you have an existing account, it is important to utilize that specific account when logging in to avoid creating a duplicate profile. Not sure if you have an existing profile? Check the Member Search feature off the Home Tab: (<https://abpa.site-ym.com/search/>)

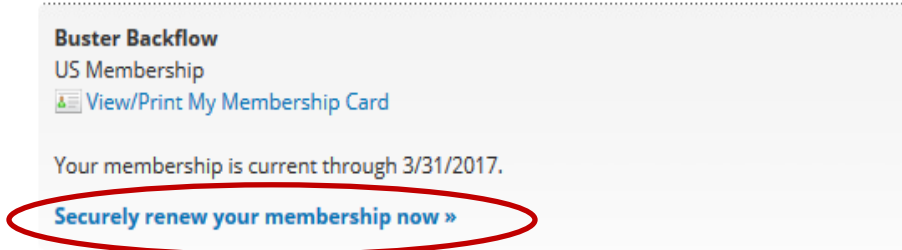


- Upon logging in, using the green menu on the right-hand side, visit the Member Info Section. Follow the prompts to securely renew your membership. You will be asked to review your current profile information at that time.



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### You have two options to pay:

*If chapter membership dues are not listed on your current invoice and you would like to be part of a local chapter, contact the national office at 979-846-7606 or [membership@abpa.org](mailto:membership@abpa.org) to update your invoice.*

- a. You may pay online securely via credit card OR
  - b. Select Pay By Check; upon check-out you will be re-directed to a confirmation screen with the ability to View/Print Invoice to mail in with payment to the ABPA national office
- 4) Once your dues have been processed, your membership expiration will update accordingly.
- a. You may print a temporary membership card by navigating to “Membership Info” or “Manage Profile” using the green menu on the right side of your screen.
  - b. A permanent membership card will be mailed to you the following month.

### To Update your Profile Information and Password:

Using the green menu on the right side of your screen, navigate to “Manage Profile.” Once on the manage profile screen, click on “Edit Bio.” You will be able to update your information and password on the next screen. Don’t forget to “Save Changes!”

