## Adding an ARMA Chapter FAQ

## Q. How do I add a chapter to my ARMA Membership?

1. As you are logged into your account, locate the **ARMA Store**, and click on **Add a Membership** in the menu on the left side.

A Home	Test User11 My Profile			
🃜 ARMA Store 🛛 👻	😤 Home 🔸 💄 My Profile			
<ul> <li>Add a Membership</li> <li>ARMA Bookstore</li> <li>Merchandise</li> </ul>	◆ Overview C Account	Organizations 🛛 🇮 My Purchases		
	add	#53643016	Pay Open Balances	
Chapters <		No Primary Organization	No Open Balances	Ø
Certifications <		Overland Park, Kansas 66210-2766	Membership	
III Exhibits <		J (913) 217-6019 Edit	INTERNATIONAL PROFESSIONAL MEMBERSHIP EXPIRES: 1/31/2099	
🚖 Sponsorships 🛛 🔾		≤ testuser11.arma@yahoo.com Edit		As of: 1/31/2025
💄 My Account 🔹 🖌	Add Image	MEMBER SINCE 3/28/2018		
Quick Pay	Last testuser1Larma@yahoo.com	NOT OPTED-IN TO SHOW		
📜 My Shopping Cart	sugget 1925	IN MEMBER DIRECTORY		
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2. On the next screen confirm that your membership type is showing correctly and select the green **Next button**.

Information	2 Membership	3 Review	4 Submit	5 Confirmation				
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First, select your membership type:: *	Professional		*					
Are you a student?: *	No		~					
How Many Years Have You Been in School?:			*					
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-use une unaugue bux to search no your name or the name or the person you are purchasing a membership tor.								
Returning ARMA Member? Find your profile using the dialogue box.								
New to ARMA? Click the GREEN + to the right and click Add New individual. Create your new account profile.								

3. Select the chapter in which you would like to add to your membership. Click Add to Cart.

4. After you have selected all the chapters you would like to add to your membership, select **Review &** Checkout.

Tips: The "All Categories" section will help you filter down to the chapter you are looking for. And the "Review & Checkout" button will be located on the bottom of each page, and within each blue box of the chapter you select.

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1 Information	2 Membership	3 4 Review Submit	5 Confirmation							
Purchasing for "Test User11"       All Categories >     Search Q.										
Chapter: Amarillo - Texas Chapter Membership	Chapter: Atlanta Chapter Membership	Chapter: Austin Chapter Membership	Chapter: Baton Rouge/Lafayette Chapter <sup>Membership</sup>							
\$2000	\$5000	\$4000	\$25 <sup>00</sup>							
Details     Add to Cart	<ul> <li>Details</li> <li>+ Add to Cart</li> </ul>	Remove from Cart	Details     Add to Cart							
Chapter: Birmingham	Chapter: Boise Valley	Chapter: Calgary Chapter	Chapter: Cascadia Chapter							

- 5. Confirm your total that will be paid. Click **Checkout** to proceed to the payment page.
- 6. Once payment is completed, you will be a member of this chapter.

If you need any assistance during this process, please contact armaservice@armaintl.org.

