

# INSTRUCTION GUIDE:

## Registering and Paying for BRPA Membership



## STEP 1: Select Membership Level

- Go to [www.brpa.wildapricot.org/joinBRPA](http://www.brpa.wildapricot.org/joinBRPA)
- Select from one of the three membership levels and click “Next”

### Join us

**2015 BRPA MEMBERSHIP APPLICATION AND DUES**  
Join as a Company or Sponsor below


**Select membership level** \* Mandatory fields

\* Membership level

- COMPANY - Membership - \$125.00 (USD)**  
Bundle (unlimited)  
Subscription period: 1 year, on: January 1st  
No recurring payments
- GOVERNMENT AGENCY - Membership - Free**  
Bundle (unlimited)  
Subscription period: 1 year  
No recurring payments
- SPONSOR - Membership - \$250.00 (USD)**  
Bundle (unlimited)  
Subscription period: 1 year, on: January 1st  
No recurring payments

## STEP 2: Enter Primary Email Address

- Type in your primary email address in the field and click “Next”



### Business Resumption Planners Association (BRPA)

#### Join us

**2015 BRPA MEMBERSHIP APPLICATION AND DUES**  
Join as a Company or Sponsor below

Level	<b>COMPANY - Membership - \$125.00 (USD)</b> <b>Bundle (unlimited)</b> <b>Subscription period: 1 year, on: January 1st</b> <b>No recurring payments</b>
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**Enter your email** \* Mandatory fields

\* Primary E-Mail

### STEP 3: Fill in the Application Form

- Fill in each field to complete the membership application form and click “Next”
  - *NOTE:* Sponsor Members should upload a company logo in the “member photo” field and include a company description in the “comments” field so we can include this on our website.

**Fill in application form** \* Mandatory fields

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\* First name

\* Last name

\* Company

Street Address

Address Line 2

\* City

State

Zip Code

Country

Primary E-Mail

Alternate E-Mail

\* Phone

Comments (optional)

Member Photo  No file chosen

#### STEP 4: Confirm Application Data

- Review your application information and verify it is correct and then click “Confirm”

**Review and confirm**

Level COMPANY - Membership - \$125.00 (USD)  
Bundle (unlimited)  
Subscription period: 1 year, on: January 1st  
No recurring payments

Total amount **\$125.00 (USD)**

**Application data**

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First name test  
Last name test  
Company test  
Street Address  
Address Line 2  
City test  
State  
Zip Code  
Country  
Primary E-Mail [tmaned3212002@yahoo.com](mailto:tmaned3212002@yahoo.com)  
Alternate E-Mail  
Phone 555-555-5555  
Comments (optional)  
Member Photo


## STEP 5: Submit Payment

- Congratulations! Your application has been submitted.
- Click the “Pay Online” button to submit payment electronically
  - *NOTE:* If your organization requires that payment be made other than Credit Card or PayPal or you have any other membership related questions, please contact the BRPA Membership Director

### My profile

**Balance due: \$125.00**

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

 Balance due (1 items): **\$125.00**  
PLEASE SELECT THE PAYPAL ONLINE BUTTON.

On the next page you will have the option to pay with a credit card OR to log in to PayPal and pay via PayPal.

Search  Records found: 1

Date	Transaction	Balance due	<input checked="" type="checkbox"/>
02 Jun 2015	<a href="#">Invoice#00078</a> Member application COMPANY - Membership	<b>\$125.00</b>	<input checked="" type="checkbox"/>

## STEP 6: Choose Method of Payment

- **Using PayPal** - You can choose to use an existing PayPal Account to submit payment OR you can create a new PayPal account and submit payment
  - **Green Arrow** - Enter in your account email and password to log in to PayPal
  - Follow the instruction within your PayPal account to submit membership payment
- **Using Credit/Debit Cards** – You can choose to submit payment via a credit card or debit card
  - **Red Arrow** – Click the “Pay with Debit or Credit Card” button at the bottom to submit payment without using a PayPal account

### BUSINESS RESUMPTION PLANNERS ASSOC.

PayPal 🛒 \$125.00

Pay with PayPal English

Email

Password

**Log In to PayPal**

[Forgot your password?](#)

or

**Pay with Debit or Credit Card**

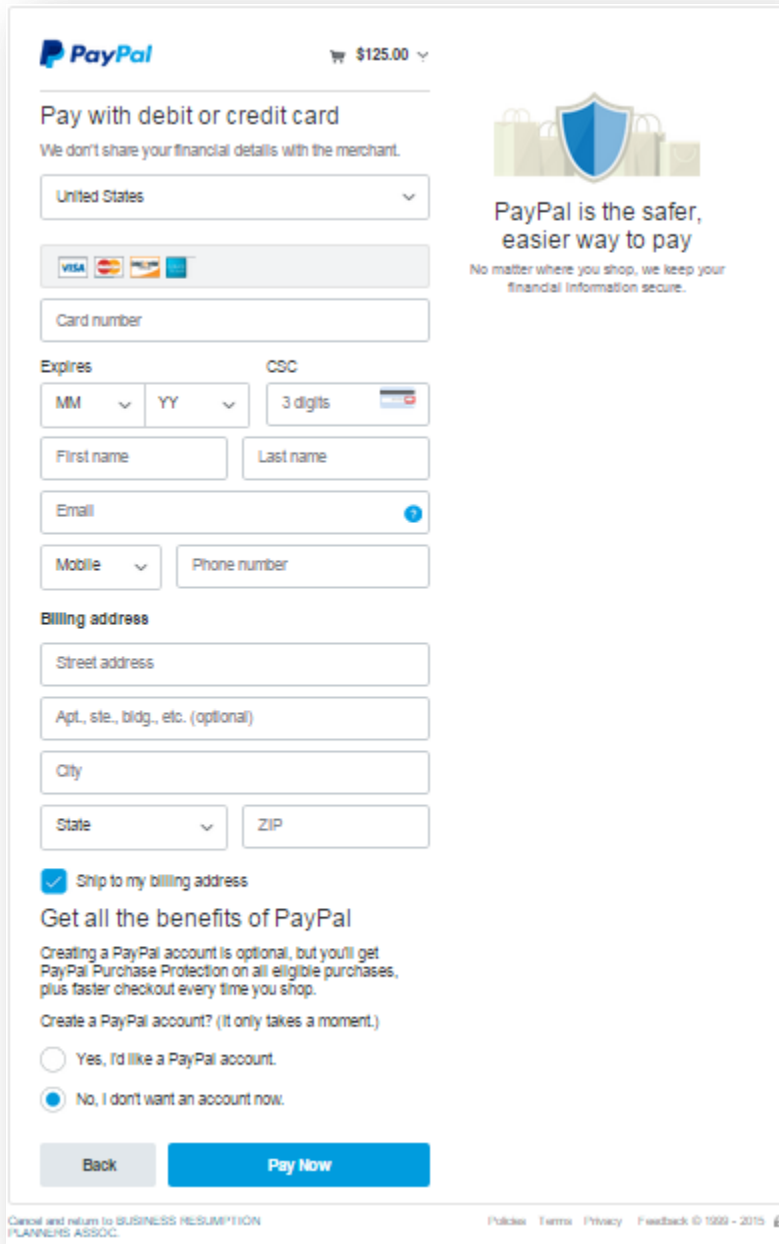
**New. Faster. Easier.**  
Welcome to the new PayPal checkout!  
The security you rely on – now even faster.  
It's everything checkout should be.

[Cancel and return to BUSINESS RESUMPTION PLANNERS ASSOC.](#)

[Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999 - 2015

## STEP 7: Pay with Debit or Credit Card

- Fill out your Debit or Credit Card information in the fields
- Select the button “No, I don’t want an account now”
- Review your information and click “Pay now”



The screenshot shows the PayPal checkout page for paying with a debit or credit card. At the top, the PayPal logo is on the left, and a shopping cart icon with "\$125.00" is on the right. The main heading is "Pay with debit or credit card" with a subtext "We don't share your financial details with the merchant." Below this is a dropdown menu for "United States". A row of logos for VISA, MasterCard, AMEX, and Discover is shown. The form fields include: "Card number", "Expires" (MM and YY dropdowns), "CSC" (3 digits), "First name", "Last name", "Email" (with a blue checkmark icon), "Mobile" (dropdown), and "Phone number". A "Billing address" section includes "Street address", "Apt., ste., bldg., etc. (optional)", "City", "State" (dropdown), and "ZIP". A checkbox "Ship to my billing address" is checked. Below this is a section "Get all the benefits of PayPal" with text: "Creating a PayPal account is optional, but you'll get PayPal Purchase Protection on all eligible purchases, plus faster checkout every time you shop." and "Create a PayPal account? (It only takes a moment.)". Two radio buttons are present: "Yes, I'd like a PayPal account." (unselected) and "No, I don't want an account now." (selected). At the bottom are "Back" and "Pay Now" buttons. The footer contains "Cancel and return to BUSINESS RESUMPTION PLANNERS ASSOC." on the left and "Policies Terms Privacy Feedback © 1999 - 2015" on the right.

PayPal \$125.00

### Pay with debit or credit card

We don't share your financial details with the merchant.

United States

VISA MasterCard AMEX Discover

Card number

Expires MM YY CSC 3 digits

First name Last name

Email

Mobile Phone number

**Billing address**

Street address

Apt., ste., bldg., etc. (optional)

City

State ZIP

Ship to my billing address

### Get all the benefits of PayPal

Creating a PayPal account is optional, but you'll get PayPal Purchase Protection on all eligible purchases, plus faster checkout every time you shop.

Create a PayPal account? (It only takes a moment.)

Yes, I'd like a PayPal account.

No, I don't want an account now.

Back Pay Now

Cancel and return to BUSINESS RESUMPTION PLANNERS ASSOC. Policies Terms Privacy Feedback © 1999 - 2015