How to Join ARMA:

Follow these steps to become a member of ARMA International:

Via ARMA Staff

- Send email inquiry to Membership@armaintl.org and an ARMA staff member will contact you and guide you through setting up your membership

Via the website: Start at www.ARMA.org

Click on Join and make the appropriate membership selection from the drop-down menu. Most members should choose “Join as a Professional.”

You may want to explore the other two options. “Join as a Company” applies to bulk individual memberships purchased by a company or “Join as a Student” if you are a full-time student.

- Join as a Professional:
  - There are two Professional Membership Options
    - Professional
      - Price: $175 Annually
      - All benefits and inclusions of a Professional Membership are listed [on this page](https://www.armaintl.org)
    - Associate
      - Price: $95 Annually
      - All benefits and inclusions of an Associate Membership are listed [on this page](https://www.armaintl.org)
  - Click the red “Join Now!” Button
  - Select Your Member Type:
    - Professional
    - Associate
    - Non-Member
      - Please note: this option only creates an account, it will not lead to a membership.
  - Select Continue
  - Get Connected!
Here you have multiple options

- If you already have an account, click where indicated to login and join/upgrade your membership
- Register using a social media profile
  - Click where indicated to login with Facebook or LinkedIn
- Register by creating a username
  - Usernames must contain only letters and/or numbers that is between 4 and 20 characters in length
- Click to indicate you are not a robot
- Confirm your membership selection and price
- Member Information
  - You will enter all your member profile information on this page
    - To change the privacy setting of a particular profile field, click the icon to the left of the field and select your preferred level of security. Available privacy settings may vary by account type.
      - **Public (Visible to Everyone):** This setting allows both members and non-members to view the information in the corresponding field.
      - **Members Only (Visible Only to Members):** This setting allows only members of the association to see the information in the corresponding field.
      - **Private (not visible in profile):** This setting makes the field completely hidden to other members or non-members. Only you (and our staff) are able to see the information in the corresponding field.
  - **Individual Referral:** In the member profile section, under Additional Information, there is a field to include what individual or company referred you into our community. Please mention that person or company if you were referred.
  - Once you have completed entering all information hit “Submit”
    - All required fields marked with an * must be filled out
    - Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)
- Membership Dues
  - Here is where you will have the option to join a local chapter
    - Select the appropriate chapter(s) you wish to join from the list of chapters under “Group Membership”
      - The amount of the selected chapters’ yearly dues will be added to your total membership dues amount
  - Enter your billing information
  - Select your payment method
  - Click on “Submit Securely”
- Please note: If you pay by credit card or e-check, your account will be set to renew automatically. The auto-renew invoice can be cancelled in your member profile under “Invoices.”
  - You are now Professional or Associate Member of ARMA International and are immediately entitled to all the benefits included in your membership type
    - If you elected to join a local chapter your name will be added to the chapter’s membership roster. You should expect to be contacted by that chapter in a timely manner.