

## How to Join ARMA:

Follow these steps to become a member of ARMA International:

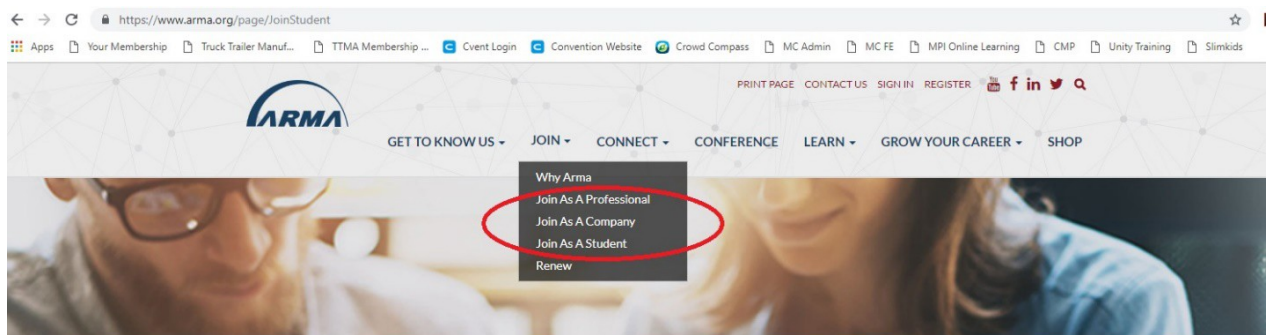
### **Via ARMA Staff**

- Send email inquiry to [ARMAService@armaintl.org](mailto:ARMAService@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](http://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:**

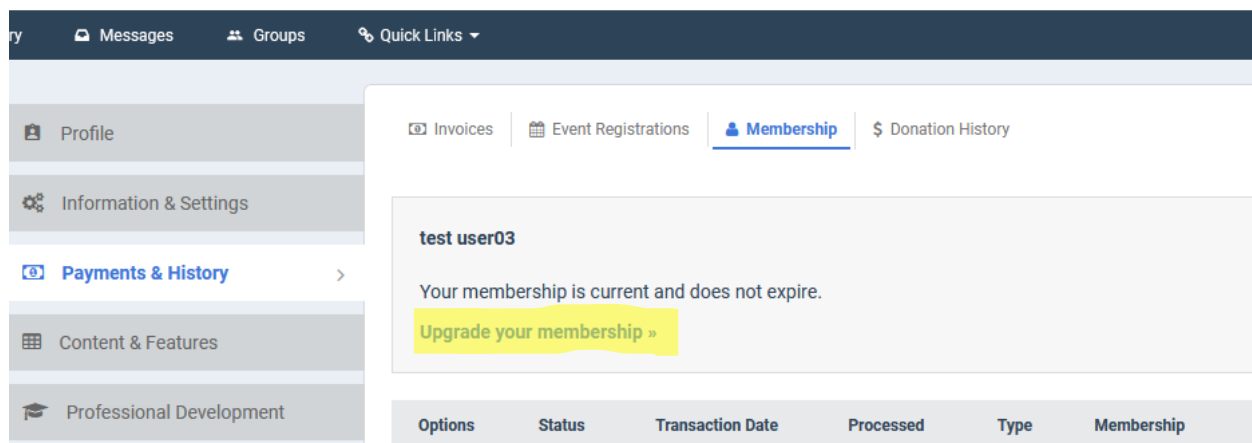
- There are two Professional Membership Options
  - Professional
    - Price: \$175 Annually
    - All benefits and inclusions of a Professional Membership are listed [on this page](#)
  - Associate
    - Price: \$95 Annually
    - All benefits and inclusions of an Associate Membership are listed [on this page](#)
- 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. \*See Appendix A
      - 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.
      - 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**”. Select “**View All Available Groups**” to select the chapter. \*\*See Appendix B
        - 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.

**\*Appendix A:**

To upgrade your membership from non-member to a member, select the “Upgrade your membership” on the Payments & History tab.



**\*\*Appendix B:**

