How to Join ARMA:

Follow these steps to become a member of ARMA International:

Via ARMA Staff

- Send email inquiry to 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

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.”
  o 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:

Membership Dues
Join or renew today! Simply fill out the form below. Once we process your dues, you will enjoy full access to the online member community. Thank you for your support!

If you are signing up for the first time, this is the last step of your registration.

Please note: If you pay by credit card or e-check, your account will be set to renew automatically. If you would like to cancel the auto-renew invoice, you can do so in your member profile under “Invoices.”

Interested in joining a chapter? Click on “View All Available Groups” below and select the chapter nearest you. Joining a chapter is an additional charge.

Membership Information

Professional
- International Professional Membership $175.00

Associate
- International Associate Membership $95.00

Non-Member
- Non-Member

Group Membership

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Group Name</th>
<th>Annual Dues</th>
<th>Join/Renew</th>
<th>*Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>View All Available Groups</td>
<td></td>
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*Amount Due is based on the duration of your membership