

## How to Re-Join ARMA:

Follow these steps to become a member of ARMA International after your membership has lapsed:

### **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)

- Log into your ARMA account.
- In the dropdown menu next to your name go to Invoices
- In the center of the page, go to the Membership tab
- In the center of the page, you will see your membership status as Non-Member. To change this, select the “Upgrade Your Membership”

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
<a href="#">🔗</a>	Closed	4/30/2018	4/30/2018	Free	International Professional Membership	\$0.00	\$0.00

- Select the type of membership you want – Professional or Associate.
- Group Membership
  - 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.
  - The amount of the selected chapters’ yearly dues will be added to your total membership dues amount after the billing section.
- 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 > Membership Tab.
  - 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.