

Using the MyIPMSUSA.org Membership System

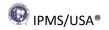
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Introduction

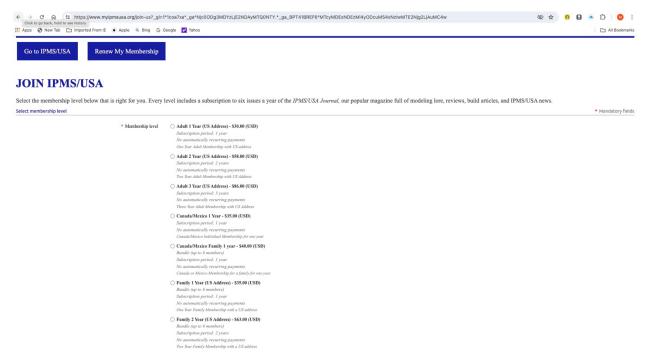
Welcome to our <u>MyIPMSUSA.org</u> membership system! Here you can join IPMS/USA, renew an existing membership, register for a National Convention or update your membership profile. This guide will give you some tips about how to find your way around and use the system.

Once you are logged in please feel free to explore all the pages of the Membership system. Please let us know at manager@ipmsusa.org if you come across any issues as you look around. We are always trying to improve the system.



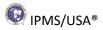
Join IPMS/USA

If you are joining IPMS/USA, start at MyIPMSUSA.org. Click the "Join Us" link. You will see this page:



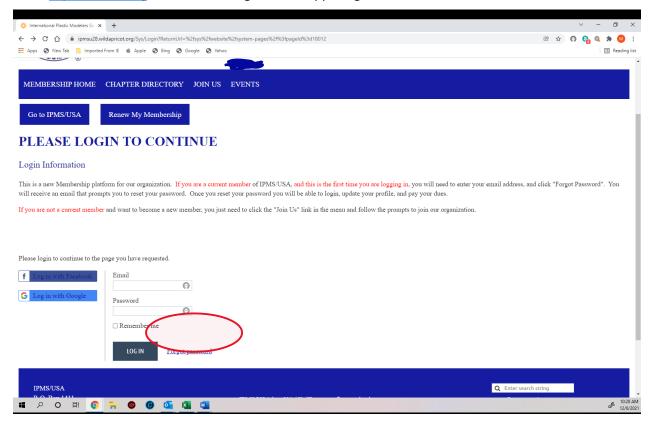
Select the membership level that is best for you, then click "Next" at lower right. Follow the the online intsructions to complete your membership application and pay your dues.

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First time log in

Go to MyIPMSUSA.org and click on "Login" at the upper right. You will see this screen:



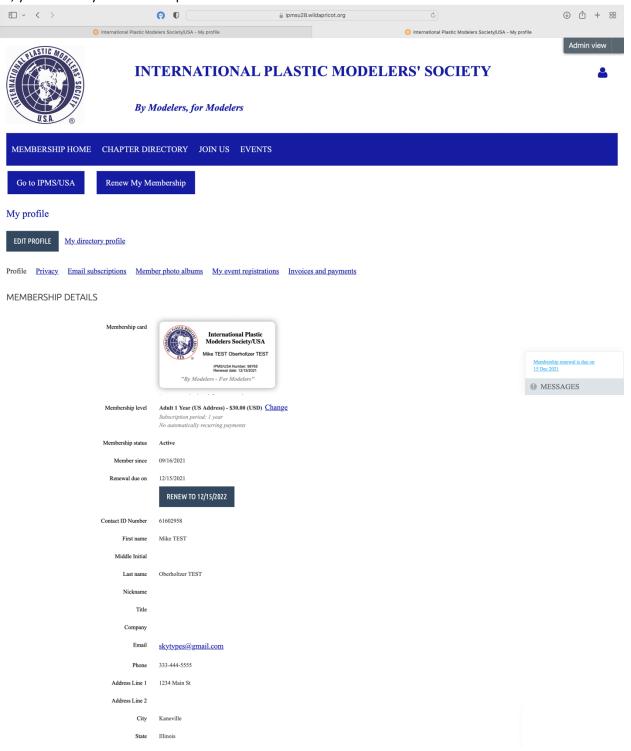
You will need to set up a new password. Click on the "Forgot Password" link (circled in red above) and follow the intructions to have a password reset email sent to you. Come back to the login screen and use your email address and new password to login!

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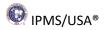


Renewing your membership

Go to MyIPMSUSA.org and click on "Renew My Membership". You will need to login to continue. See <u>First time log in</u> if you haven't logged in before or have forgotten your password. Once you have logged in, you will see your member profile:



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You can click the "Renew to (date)" button to renew for the same number of years as you did last time, or click "Change" next to "Membership Level" to choose a different membership length or type. (If you don't see the "Change" button see <u>Pending Renewal Level Changes</u>.)

Follow the instruction on screen and don't forget to check your profile information to be sure we have everything correct before you click "Update and Next" to go to the confirmation screen. Choose the "Pay Online" button to pay using most debit or credit cards. We also accept payments via PayPal, or by check mailed to the IPMS/USA National office. Updating your membership takes a bit longer if you choose to pay by check or PayPal.

Please note that changing membership levels can sometimes result in an incorrect renewal date appearing. Don't worry- we review and correct the renewal dates on every membership level change.

Pending Renewal Level Changes

If you are currently in Pending Renewal status because your membership renewal is coming up, you won't see the "Change" button to change membership levels. Please contact our Office Manager at manager@ipmsusa.org and she can assist you with changing levels.

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