

Join On The Website

Here is how you can sign up and pay with a credit/debit card on the website:

- Go to the **Membership** page (<http://www.helpingprofessionalsconnect.com/membership-account/membership-levels/>) on the Website (<http://www.helpingprofessionalsconnect.com/>)
- Under the **Annual Membership** levels scroll down and click the desired level or click the "Join / Renew" button click SELECT for the desired membership level.
- You should then be on the **Checkout** page for your chosen membership level.

Account Information: Enter your preferred **Username, Password** and **Email Address**

You will need the **Username** and **Password** when logging in to view posts. (**Username cannot be changed in your profile without deleting the account**)

The **Email Address** will be used to notify you when new posts are added to the website and to verify your membership status when submitting posts.

Region: Click on the ∨ and select your region in the drop down menu.

This information is required so that we may periodically send you posts that apply specifically to your region. If you are an out of state member you will be placed in the region that most closely applies. *This is a work in progress.*

Billing Address: Fields marked with an * are required . These are the standard online checkout fields. *None of your personal information is shared.* If you are not comfortable providing this information see the [alternate signup options](#).

Payment Information: We accept most major credit cards and debit cards. This is a Secure (SSL) Checkout.

Enter **Card Number**. Do not enter spaces.

Select **Expiration Date** from drop down menu.

Enter **CVV**. Click on (what's this?) if you need help locating the # on your card.

- Click **Submit and Checkout**. This should take you to the **Membership Confirmation** page. If it does not, you should see an explanation highlighted in red below **Checkout** at the top of the page.

Some common problems:

Please complete all required fields. Fields marked with asterisk * are required.

That username is already taken. Please try another. Either you have an account or someone else is using this username. If you are upgrading or renewing an account and wish to use the same username you should log in to the website prior to submitting information

That email address is already taken. Please try another. Either you have an account or someone else is using this email address. If you are upgrading or renewing an account and wish to use the same email address you should log in to the website prior to submitting information.

- **Membership Confirmation:** If you are at this page you have successfully completed the signup process and are entitled to the benefits associated with your membership level. You can print this page by clicking the print icon. You should receive a confirmation email with a link to your membership account and directory profile submission form. Click **View Your Membership Account**.
- **Membership Account:** You can access this page at <http://www.helpingprofessionalsconnect.com/membership-account/> if you are logged in to the website. A link to this page was included on your confirmation email.

For further assistance contact:

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