

Join Over the Phone or by Email

**You can sign up and pay with a credit or debit card or by PayPal over the phone or by email:
Sign up for a Trial Membership:** (Skip this step if you want us to enter your information)

- 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 **Join Today** button.
- Click **SELECT** for the Trial Membership level.
- You should then be on the **Checkout** page for the Trial 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 V 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.*

- Click **Submit and Confirm**. 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 should receive a confirmation email with a link to your membership account. 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. Click **Edit Profile** located under My Account.
- **Your Profile:** Add your first and last name to your profile and click **Update Profile** at the bottom of the page

Call 843-834-3027 or email mitchmelton@homesc.com Mitch Melton to submit payment information and update account to desired level.

Note: If by email include your Name/City and the Username/Email Address on the account.

For further assistance contact:

Mitch Melton, List Coordinator

843-834-3027

mitchmelton@homesc.com

Helping Professionals Connect: The List Barbara Melton