INSTRUCTION GUIDE:
Registering and Paying for BRPA Membership
**STEP 1: Select Membership Level**

- Go to [www.brpa.wildapricot.org/joinBRPA](http://www.brpa.wildapricot.org/joinBRPA)
- Select from one of the three membership levels and click “Next”
STEP 2: Enter Primary Email Address

- Type in your primary email address in the field and click “Next”
STEP 3: Fill in the Application Form

- Fill in each field to complete the membership application form and click “Next”
  
  o  *NOTE*: Sponsor Members should upload a company logo in the “member photo” field and include a company description in the “comments” field so we can include this on our website.
STEP 4: Confirm Application Data

- Review your application information and verify it is correct and then click “Confirm”
STEP 5: Submit Payment

- Congratulations! Your application has been submitted.
- Click the “Pay Online” button to submit payment electronically
  
  o *NOTE:* If your organization requires that payment be made other than Credit Card or PayPal or you have any other membership related questions, please contact the BRPA Membership Director
STEP 6: Choose Method of Payment

- **Using PayPal** - You can choose to use an existing PayPal Account to submit payment OR you can create a new PayPal account and submit payment
  - Green Arrow - Enter in your account email and password to log in to PayPal
  - Follow the instruction within your PayPal account to submit membership payment

- **Using Credit/Debit Cards** – You can choose to submit payment via a credit card or debit card
  - Red Arrow – Click the “Pay with Debit or Credit Card” button at the bottom to submit payment without using a PayPal account
STEP 7: Pay with Debit or Credit Card

- Fill out your Debit or Credit Card information in the fields
- Select the button “No, I don’t want an account now”
- Review your information and click “Pay now”