How to Join as an Organizational Member Step-by-Step Process:

*You must have at least FOUR people to create an organizational group. If you would like to add additional users, there is a step on the 'payment page' (step 5) that will allow you to add additional users. These additional users are IN ADDITION to the first four people.

Ex) I have 7 people I would like to create a group membership for XYZ University. Once I complete steps 1-4, I will move on to step 5 and click add three additional users (increased rates will apply).

1. Determine the number of members who will join APRA.
   * *As a reminder, the discounts increase with the size of your group:*
   - 4 to 7 members: 5% discount for each membership
   - 8 to 14 members: 10% discount for each membership
   - 15 to 20 members: 15% discount for each membership
   - 20+ members: 20% discount for each membership
   Please note: Members can be added or removed at any time.

2. Determine who from the organization will sign your group up.
   Please note: this contact will be responsible for confirming the number of members, processing payment or requesting an invoice, and providing the organization's unique member code to colleagues so they may join or renew. If you are an admin or assistant creating this account for your colleagues, and you DO NOT want an APRA membership, please use a colleague's information on this page.

3. Visit www.aprahome.org, click 'Membership' then 'Join APRA'
   Please note: If you are a current member or guest website user, please log in prior to step four

4. Click 'Join APRA as an Organizational Member'

5. Complete the "Personal Information" requested on the landing screen or update your profile if you already have a log-in.*PLEASE NOTE: If you are an admin or assistant creating this account for your colleagues, and you DO NOT want an APRA membership, please use a colleague's information on this page.

6. Type in your Organizations Name in the respective field

7. The Organizational Membership starts with 4 members. If additional memberships are needed beyond the initial 4, select the number of additional members who will join from your organization.

8. Choose your form of payment. You can pay for your APRA membership by the following payment forms:
   a. Credit card
   b. Check *Please note: if you are paying by check, please remit check payments to the address on your invoice:
      APRA
      8317 Solutions Center
      Chicago, IL 60677

9. Once you have completed your payment, please follow the following instructions depending on your payment type:
   a. Credit Card-You will receive an automated email response with your login credentials.
   b. Check- will NOT receive your login information until APRA HQ has received your payment. This can take up to 2 weeks.