

Processing Chapter Sponsored Student Membership

Step 1 Creating a Chapter Account

Send all Chapter Sponsored Student Membership requests to membership@theiia.org

In order to activate student's membership we need to have a Chapter account ID. This affords HQ the ability to link all student members to the Chapter. The following information is required for our system to generate an ID.

To create an account within our database we need the following information:

- Mailing address (main contact's or Chapter's mailing address)
- Phone number (main contact's or Chapter's direct line)
- Main contact's name
- Email address (main contact's or Chapter's default email address)

Once you have this information email it to: membership@theiia.org

Step 2. Obtaining Students' Contact Information

There are 2 ways we can create a student's profile.

- 1) The student can do so by registering at: <https://register.theiia.org/>
 - a. Once complete, they will need to share their IIA Member ID with you.
 - b. Compile the number of students you are sponsoring, and share their ID(s) with HQ.
 - c. Add this information to the Excel file; **Sponsored Student Membership Roster Template.**
 - d. Email the excel file to membership@theiia.org
- 2) You or the student can complete the "Member Profile Form". See separate pdf.
 - a. Once complete, send each attachment to membership@theiia.org
 - b. HQ staff will create students' profiles and add their information to **Sponsored Student Membership Roster Template.**

Please allot 1,2 business days for HQ to process your request. Once complete, HQ will reply with an updated Sponsored Student Membership Roster that includes the invoice number for each member.

Step 3. Payment – Activating Benefits. There are a couple of ways we can apply payment.

- 1) Credit Card. Email membership@theiia.org to schedule a time to call you. We will take payment over the phone and apply it to an invoice. If we have multiple invoices we'll consolidate them and apply payment to each invoice.
- 2) Check. If you mail a check include documentation – preferably the completed Sponsored Student Membership Roster, which outlines the students' names, and their invoice number.
Please note your Chapter Account ID.