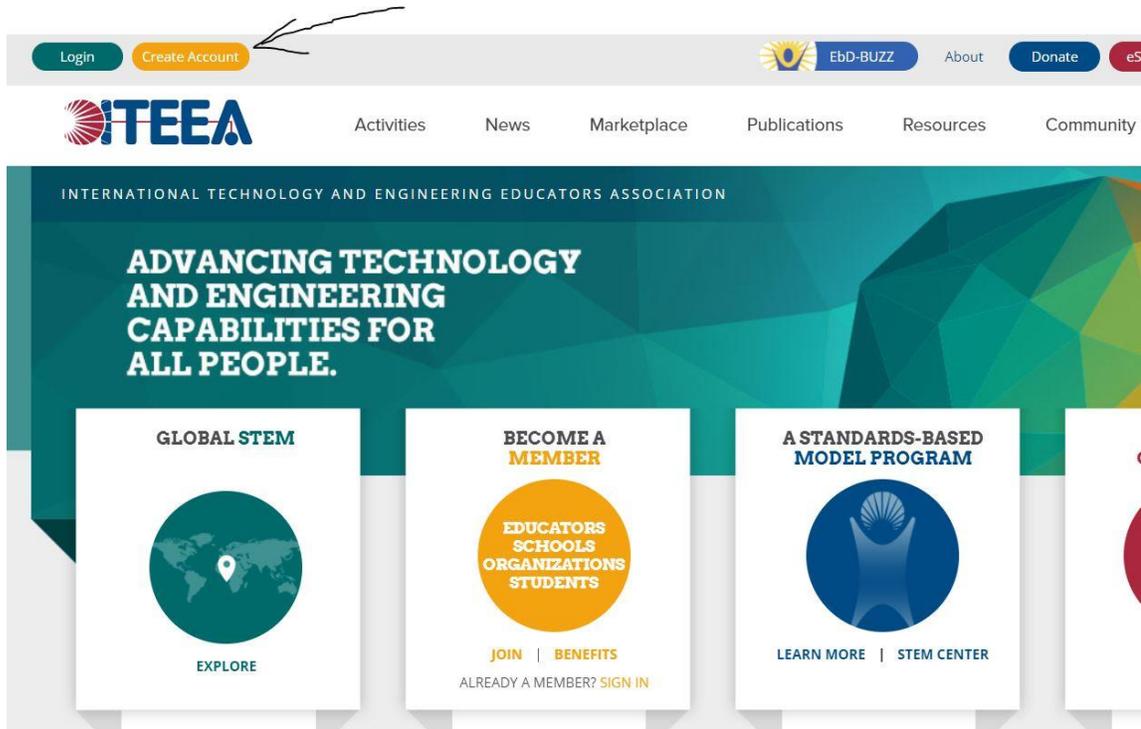


How to Create an ITEEA Account and Become a Member

1. Go to www.iteea.org and begin by clicking the “Create Account” button at the top-left side of the screen:



2. Fill out the registration form to include your Name, City and State, Email and then set a password. After you have completed all fields and agreed to the terms and conditions, select “Join Now” at the bottom of the page.
3. You will receive an email within a few minutes from iteea@iteea.org with instructions to confirm your registration by clicking the link provided in the email:



****This link MUST be clicked within 48 hours or your email address will be locked out of registration. If this occurs, contact iteea@iteea.org to reset the process. If you do not see this email in your inbox, please check your junk mail.**

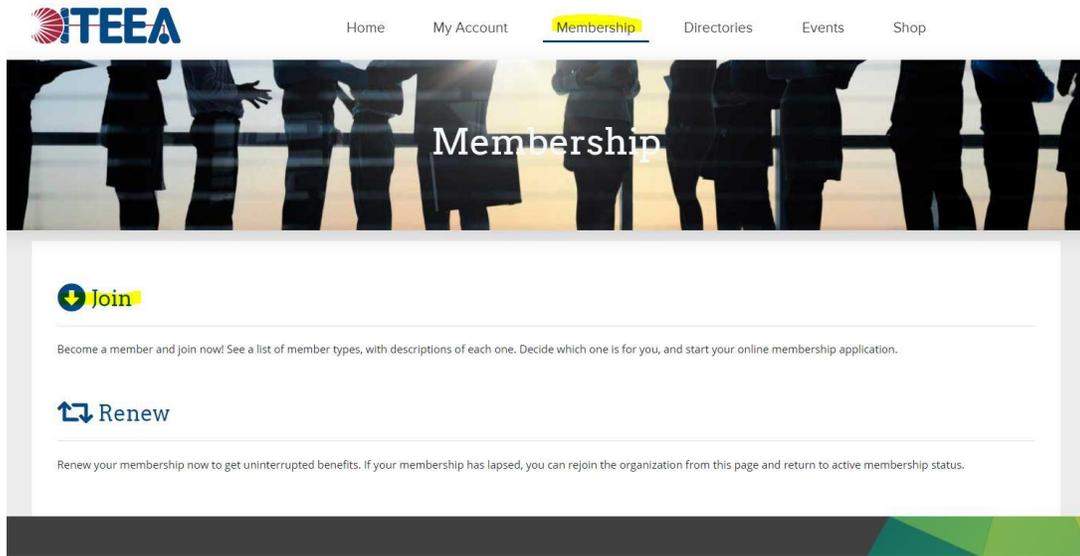
- Once the link is clicked, you will be directed to a new page to confirm your designated password, after which your account will be created!
- To become a member of ITEEA**, be sure you are logged into your new account. This can be confirmed by the ability to view a greeting with your name in the top-left hand corner:



If you already know what kind of ITEEA membership you'd like, select "My Portal" from the "Manage Profile(s)" Dropdown Menu. If you do not know what kind of membership you'd like, visit our Membership Site by [clicking here](#).



- From your portal page, select “Membership” from the top navigation bar and then “Join”:



- From here you can select which kind of ITEEA membership you'd like. During this process you can also personalize your ITEEA profile and select to join one of ITEEA's councils. You will then be directed to the checkout screen for payment.
- After you have completed your purchase, you will receive an email receipt and confirmation of your membership, including an expiration date. Congratulations, you are now a member of ITEEA!
- If you ever want to confirm any details of your membership, go to your portal page (instructions from Step 5) and then select “My Membership”:

