



How to Pay Dues & Conference Fee:

NEW MEMBERS (Returning Members See Page 2)

Go to <http://www.ncrheum.org> using Google Chrome, Safari or Firefox

1. Click on Join/Registration in the navigation bar.
2. You will be prompted to add membership information.
 - a. You must create membership information. You cannot pay dues until you complete this step.
 - i. **TIP: Your user name cannot be changed.** Be very careful how you type in your email address.
 - b. **TIP: How you type your information here—how it looks and how it is spelled—is how it will appear in the Membership Directory. Example: If you type your first name in ALL CAPS, it will be all caps in Membership Directory.**
3. If at this point you would like to contribute to the NCRA Rheumatology Fellows fund click on “make a donation” in the right column.
 - a. As you are donating when paying your dues you can ignore the payment instructions.
 - b. Type in the amount, click “add to cart”.
 - c. Next click “view cart” in upper right and this will take you back to your cart.
4. NCRA Dues and Conference Fee will already be in the cart.
 - a. If you are an out-of-state attendee, a corporate member needing CME, and allied health member
 - i. Click the X next to the 2016 Dues and Registration Fee
 - ii. Click return to shop
 - iii. Add to cart the correct payment
 - iv. Then click the [View Cart ↔](#) and then follow the instructions below.
5. Once you have added what you needed to your cart, click “Proceed to Checkout”.
6. Fill out all of your required information. Anything with a * is required in order for you to pay your membership dues. If you miss anything, you will be prompted before check out.
 - a. Please ensure that your street address and zip code provided under billing details matches what is on credit card statement.
7. Click “Place Order”.
8. Now that you are finished, an email will be sent to your inbox confirming payment was paid.
9. **NOTE: You will be automatically logged into the NCRA members’ only area of website. If you wish to add another employee you must log-out first.**



RETURNING MEMBERS

Go to <http://www.ncrheum.org> using Google Chrome, Safari or Firefox

1. Click on the Member Log-In button in upper right corner.
 - a. Type in you user name (email address you used to register last year)
 - b. Type in the password you created last year.
 - i. If you do not remember the password – type test.
 - ii. On the next page click Lost Your Password and follow the instructions to reset your password. Remember the reset instructions will come from @Mailchimp and not @ncrheum.org.
 1. If you do not receive the reset password email (please check junk, spam and quarantine folders) you may contact Tammy Bulger @info@ncrheum.org.
2. Once you are logged in as a member please review your profile information and make any changes necessary.
3. If at this point you would like to contribute to the NCRA Rheumatology Fellows fund click on “make a donation” in the right column.
 - a. As you are donating when paying your dues you can ignore the payment instructions.
 - b. Type in the amount, click “add to cart”.
 - c. Next click “view cart” in upper right and this will take you back to your cart.
4. NCRA Dues and Conference Fee will already be in the cart.
 - a. If you are an out-of-state attendee, a corporate member needing CME, and allied health member
 - i. Click the X next to the 2017 Dues and Registration Fee
 - ii. Click return to shop
 - iii. Add to cart the correct payment
 - iv. Then click the [View Cart ↔](#) and then follow the instructions below.
5. Once you have added what you needed to your cart, click “Proceed to Checkout”.
6. Fill out all of your required information. Anything with a * is required in order for you to pay your membership dues. If you miss anything, you will be prompted before check out.
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