

# **AMCP Chapter Membership: How Do I Register My Chapter Members?**

**Please read the entire instructions before proceeding.**

There are two main ways for chapter members to join AMCP. The first and easiest is to join online at <https://members.amcp.org/joinnow>. Each chapter member should join individually and pay via credit card online (see step 1). **Students have the option to join, renew or reinstate their AMCP membership online.**

The second way is for members to join through the AMCP Chapter as a group. If a chapter is submitting one lump payment to cover a group of all chapter members, please follow the instructions below:

## **1. Create a profile for each NEW chapter member.**

Each chapter member must have an AMCP profile completed online. Renewing members should already have a profile and ID number (please see the roster included). The membership chair (or other chapter officer) should create a profile for each new chapter member OR have the member create the profile.

- On the AMCP homepage, click “Sign in”
- Select the “Create a Profile” link to create your profile.  
(Be sure to select the school in the organization field- this must be done to link the profile to the school. Input the student’s personal address, not the school’s address.)
- Input the student’s email address (which will be the username) and create a temporary password.

**\*If necessary, make sure to email each new member informing them that you have created an AMCP profile for them with their temporary password.**

***(Please note: The email address cannot be the same for each member – you must use each new member’s individual email and not a chapter email address).***

- Employer Type- **College/University**
- Job Function/Position- **Student**
- Be sure to click “SAVE” to finalize your changes.
- Complete the above steps for each NEW member.

Once the profile is created, be sure to enter the following information under demographics:

Graduated from- **Current school attending**

Graduation year- **Input expected graduation year**

## **2. Complete the spreadsheet and send to AMCP.**

The spreadsheet must be completed in its entirety to be accepted by AMCP. Each member’s AMCP ID number, mailing address and expected graduation year is required.

- Fill in new and returning member’s information (using the ID numbers created above, or for renewing members – using the ID numbers included in the roster attached).
- This spreadsheet should be emailed to LaChelle Smith at [lsmith@amcp.org](mailto:lsmith@amcp.org).

## **3. Send in payment and copy of spreadsheet to AMCP.**

Send in payment with the spreadsheet (previously emailed to LaChelle) to AMCP:

AMCP

Attn: Membership Department

675 N. Washington Street, Suite 220

Alexandria, VA 22314

**IMPORTANT:**

Please note that AMCP will not collect chapter dues for your chapter. Please only send in payment to cover AMCP membership at \$45 per person. **If possible, please check with renewing students (you can check the expire dates on the school roster as well) to make sure their dues have not already been paid before including them in the final payment to avoid refunds.**

Please let your chapter members know to keep AMCP updated if contact information (such as a mailing address or email address) changes. To update your AMCP profile, follow the instructions below.

- From AMCP's homepage, click "Login"
- Enter your username and password
- Under "Welcome (name)" select "My Profile"

If you have any questions, please contact LaChelle Smith at [lsmith@amcp.org](mailto:lsmith@amcp.org) or 703-684-2600 ext. 626.