Regular Membership (Multi-Colleague) Instructions

This will provide information on how to establish and/or renew memberships for multiple colleagues. You can either login as a Member or a Team Administrator to establish your team. New this year please establish a new team with 2021 in front of your team name.

TEAM ADMINISTRATOR

If you are **not** already a team administrator, you will need to apply to be a team administrator. You can do that by clicking on the Complete a New Member Application Form on the Membership page. When completing the membership application, be sure to select Not Applicable for VSCPA Status and ***'Team Administrator'*** in the drop down for the type of membership you are applying for, use 9999 for your VSCPA#.

If you **are** already a team administrator, you will need to login to your existing account to start the process for setting up your new team for the year. Once logged into the system, you will want to click the button at the bottom of the Pay Dues page labeled 'Pay Dues Multi-Colleague' and follow the instructions in the remainder of the document.

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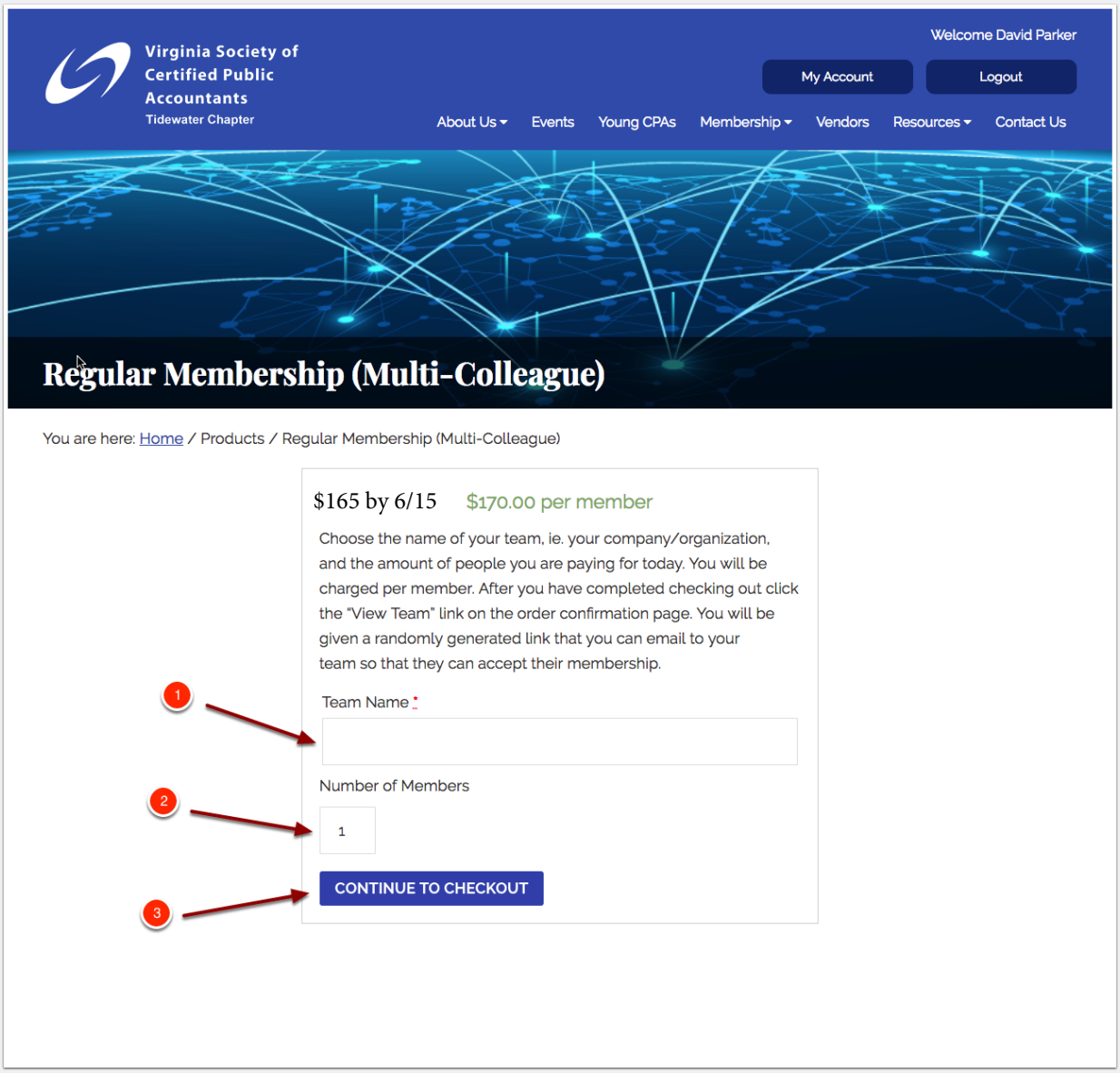
(1) Type in your "**2021 Team Name**" - ie. your company/organization

(2) Enter the number of members you are paying for. When you checkout you will be charged per member.



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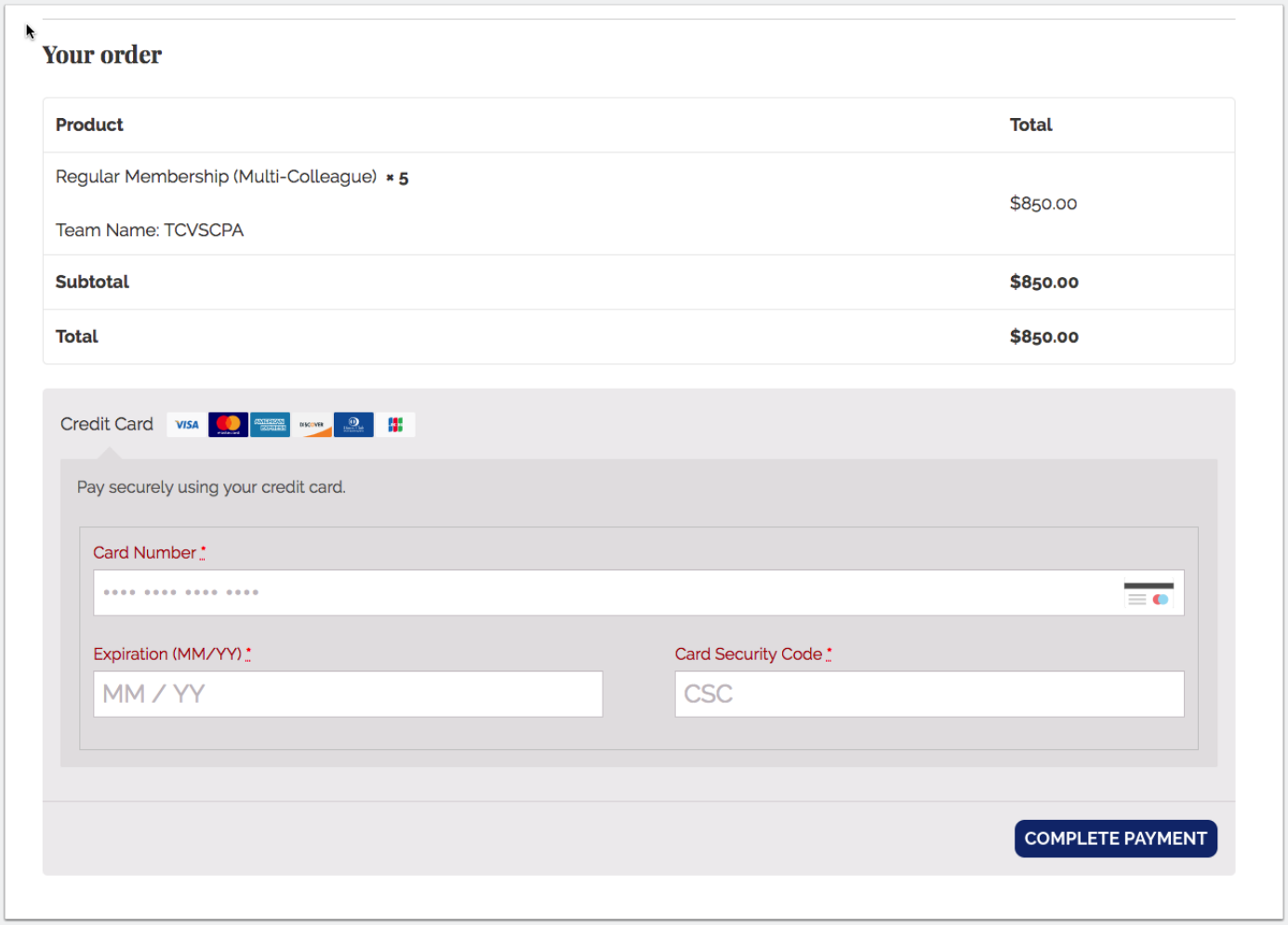
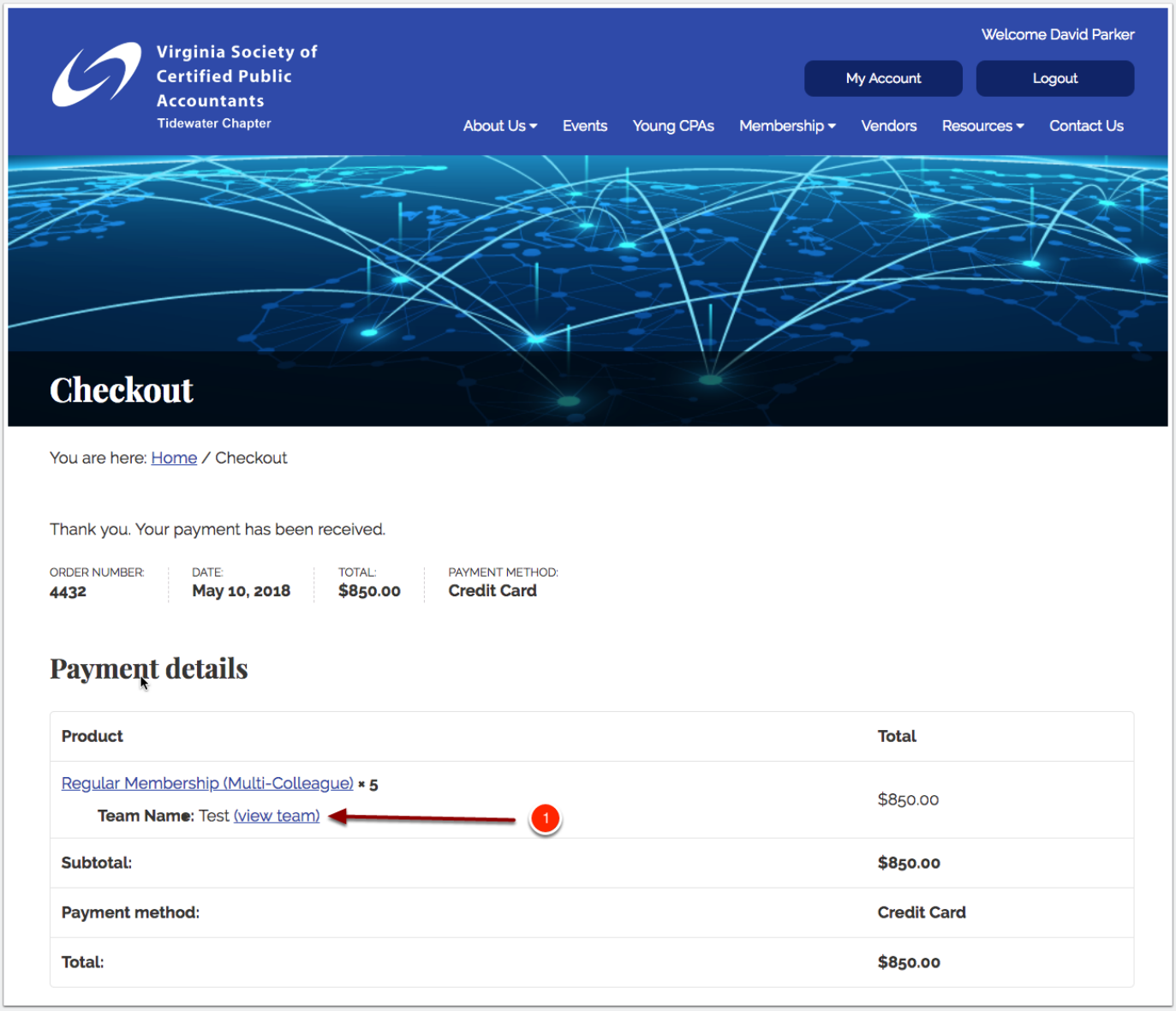
Checkout

At checkout put in your billing information and credit card information and click Complete Payment.



Checkout Confirmation

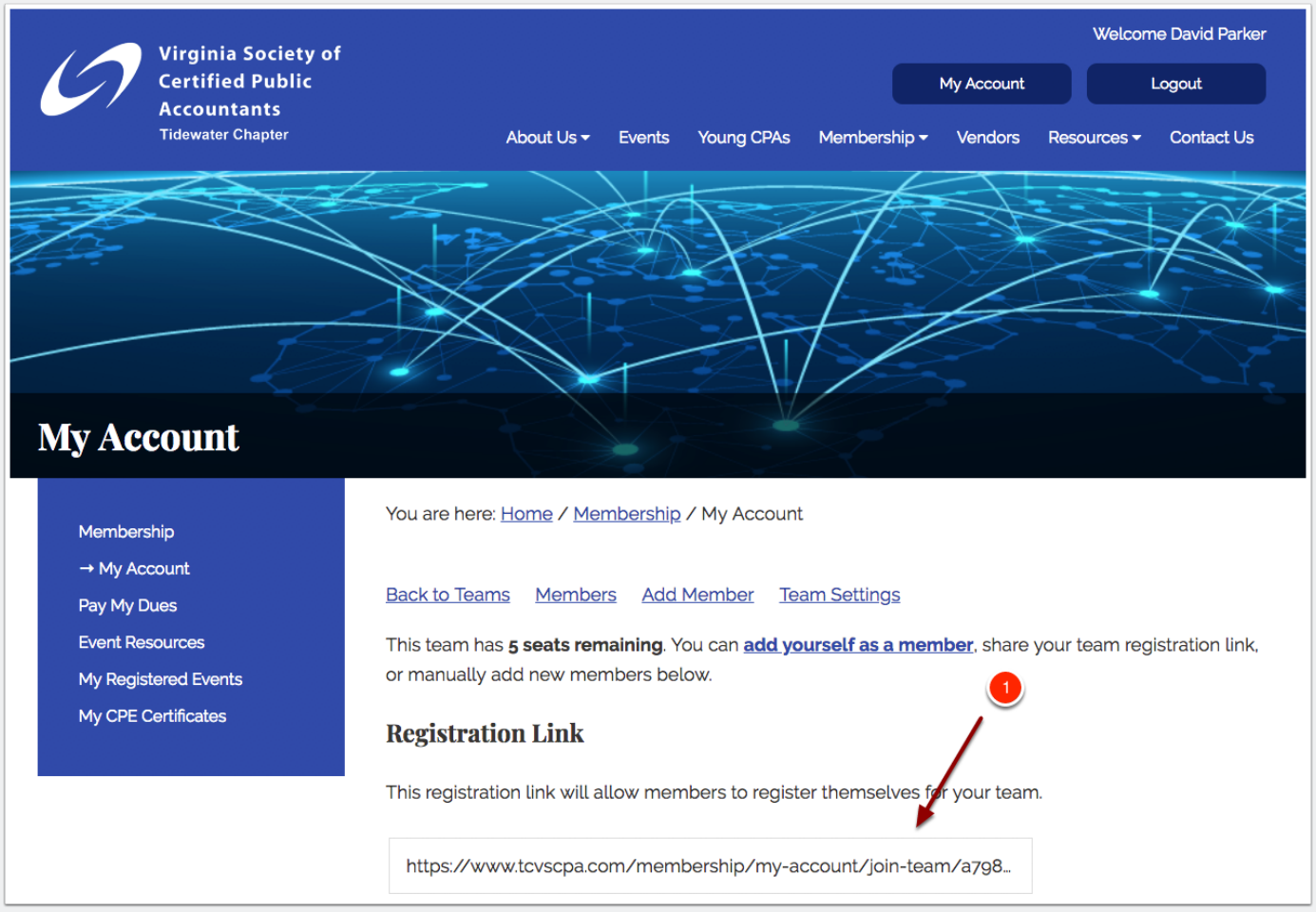
(1) Click the "View Team" button on the Checkout Confirmation page.



My Account - Teams

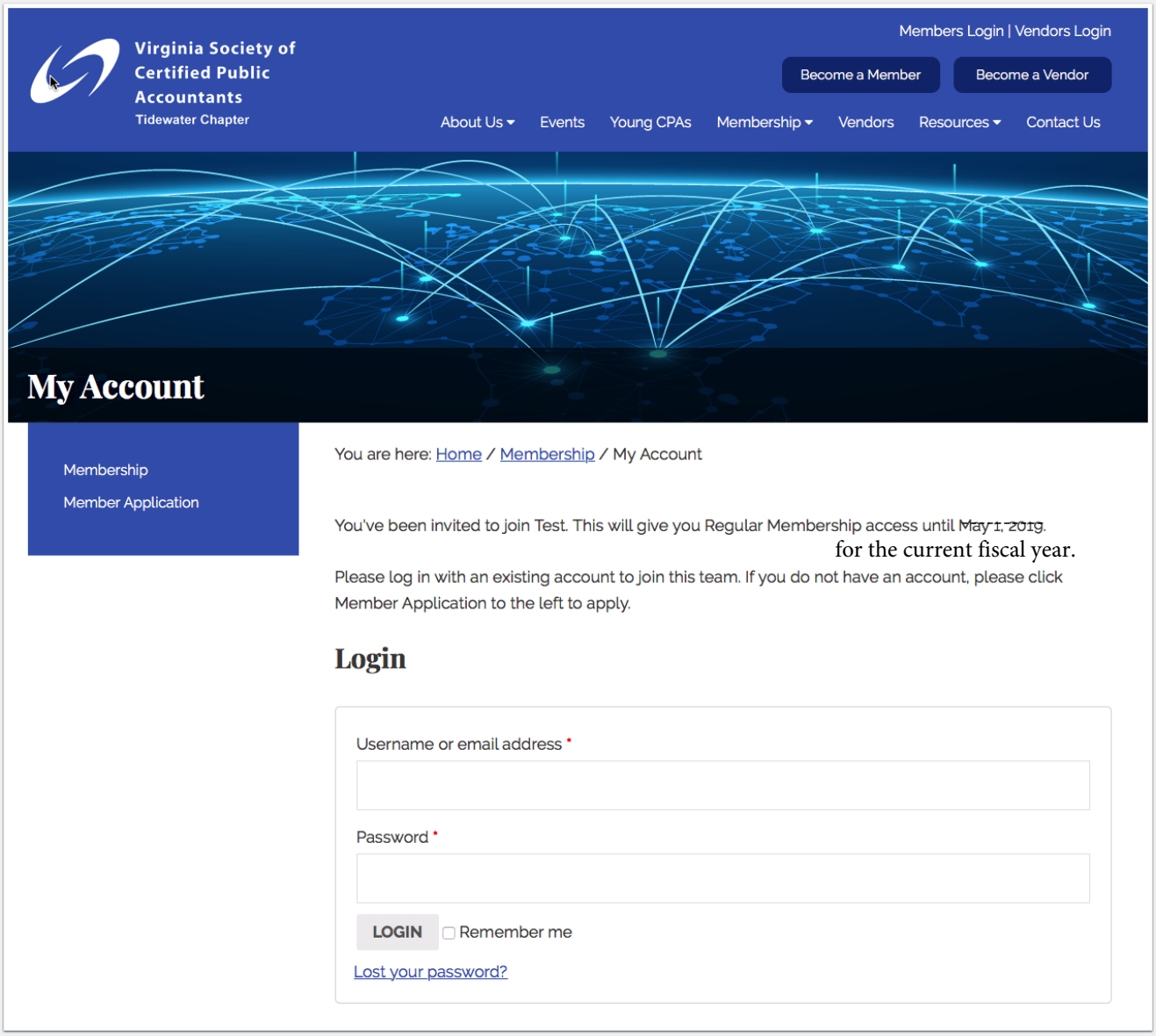
(1) Copy this Registration Link, paste it into an email, and email it to the members you wanted added to the membership. This link does not expire.

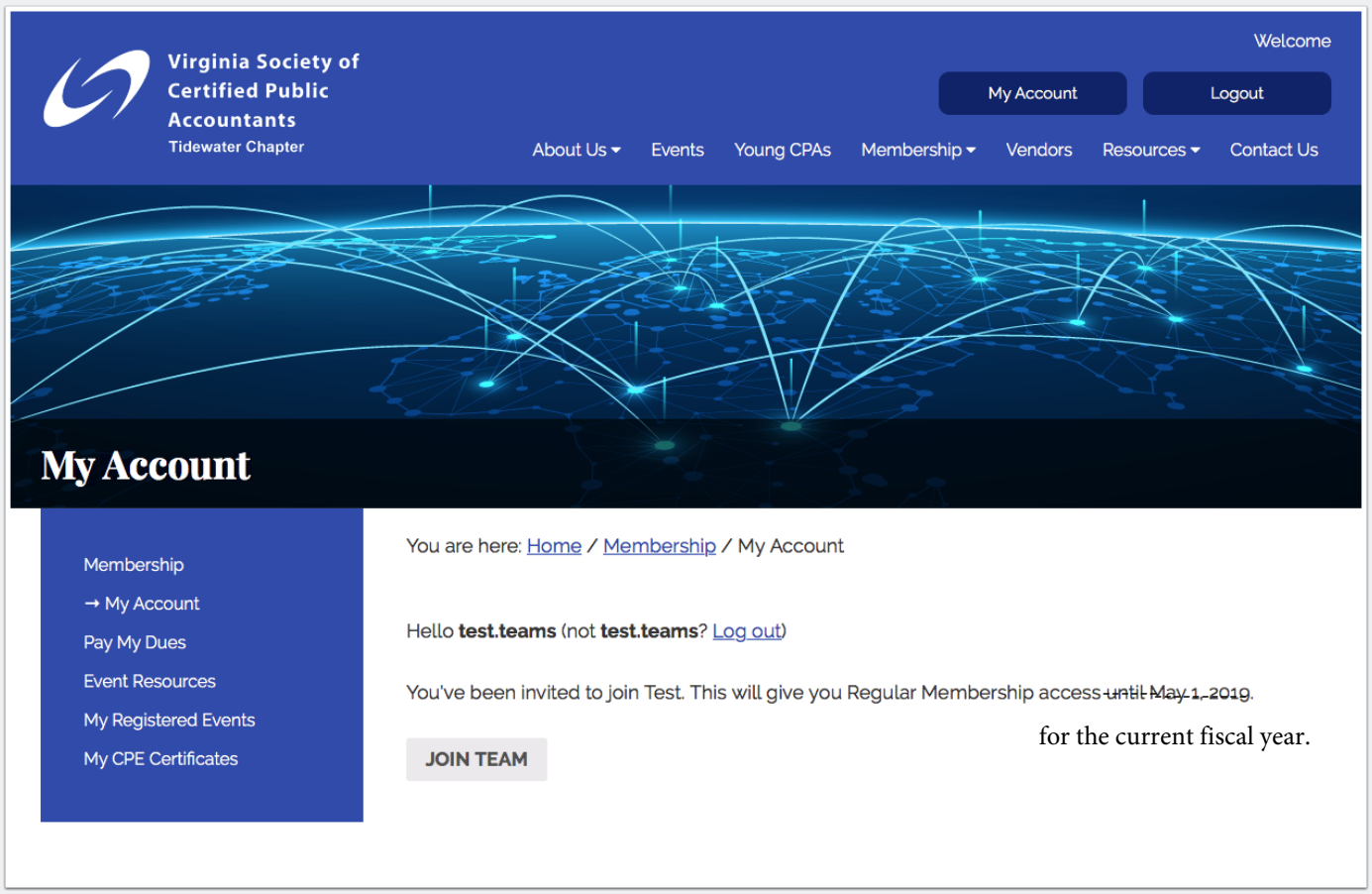
(You can get back to this page by going to Membership -> My Account -> Teams)



Membership - Login

When a member clicks on the link you send them, it will take them to this page (if they are not already logged in) or to the next screenshot's page (if they are already logged in). Have them log in. If they do not have an account already, they must apply first by clicking "Member Application" to the left.



Membership - Join Team

Once a member is logged in, they just need to click "Join Team" and their membership will be activated.