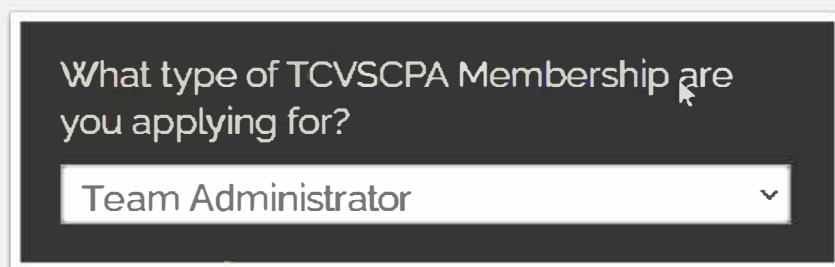


Regular Membership (Multi-Colleague) Instructions

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#.



What type of TCVSCPA Membership are you applying for?

Team Administrator

A screenshot of a web form with a dark background. The text 'What type of TCVSCPA Membership are you applying for?' is displayed above a white dropdown menu. The dropdown menu is open, showing 'Team Administrator' as the selected option. A mouse cursor is visible over the dropdown arrow.

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.

Pay Dues Multi-Colleague



Click Here

A dark blue rectangular button with the text 'Click Here' in white.

Regular Membership (Multi-Colleague) Instructions

Regular Membership (Multi-Colleague)

- (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.

Virginia Society of
Certified Public
Accountants
Tidewater Chapter

Welcome David Parker

My Account Logout

About Us ▾ Events Young CPAs Membership ▾ Vendors Resources ▾ Contact Us

Regular Membership (Multi-Colleague)

You are here: [Home](#) / Products / Regular Membership (Multi-Colleague)

\$165 by 6/15 **\$170.00 per member**

Choose the name of your team, ie. your company/organization, and the amount of people you are paying for today. You will be charged per member. After you have completed checking out click the "View Team" link on the order confirmation page. You will be given a randomly generated link that you can email to your team so that they can accept their membership.

1 Team Name ⋅

2 Number of Members

3

CONTINUE TO CHECKOUT

Regular Membership (Multi-Colleague) Instructions

Checkout

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

Your order

Product	Total
Regular Membership (Multi-Colleague) * 5	\$850.00
Team Name: TCVSCPA	
Subtotal	\$850.00
Total	\$850.00

Credit Card

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER

EUROCARD

UnionPay

Pay securely using your credit card.

Card Number *

.....

Expiration (MM/YY) *

MM / YY

Card Security Code *

CSC

COMPLETE PAYMENT

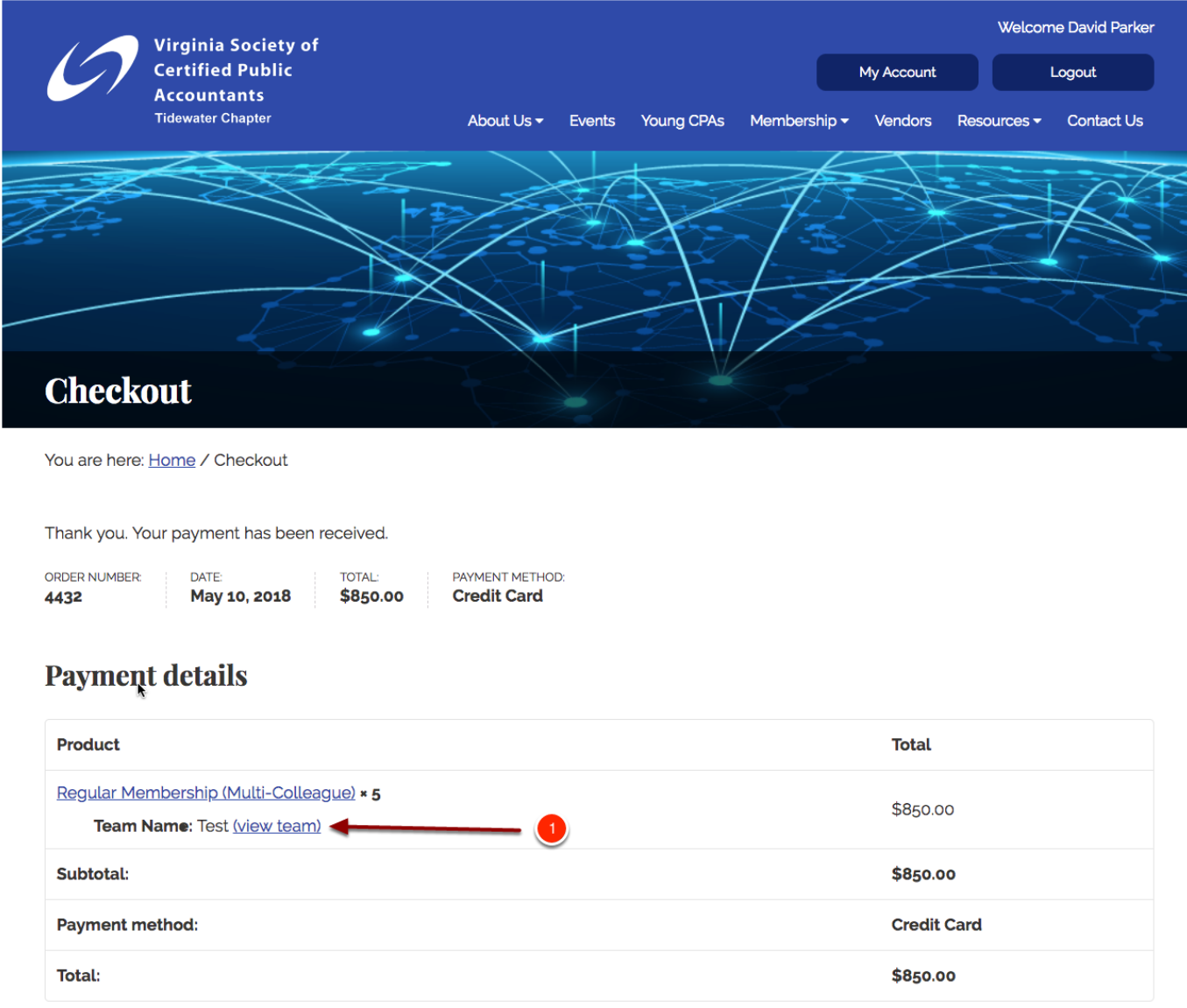
REGULAR MEMBERSHIP (MULTI-COLLEAGUE) INSTRUCTIONS

2

Regular Membership (Multi-Colleague) Instructions

Checkout Confirmation

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



Virginia Society of Certified Public Accountants
Tidewater Chapter

Welcome David Parker

[My Account](#) [Logout](#)

[About Us](#) [Events](#) [Young CPAs](#) [Membership](#) [Vendors](#) [Resources](#) [Contact Us](#)

Checkout

You are here: [Home](#) / Checkout

Thank you. Your payment has been received.

ORDER NUMBER: **4432** DATE: **May 10, 2018** TOTAL: **\$850.00** PAYMENT METHOD: **Credit Card**

Payment details

Product	Total
Regular Membership (Multi-Colleague) × 5	\$850.00
Team Name: Test (view team)	
Subtotal:	\$850.00
Payment method:	Credit Card
Total:	\$850.00

Regular Membership (Multi-Colleague) Instructions

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)

The screenshot shows the website for the Virginia Society of Certified Public Accountants, Tidewater Chapter. The header includes the logo and navigation links: About Us, Events, Young CPAs, Membership, Vendors, Resources, and Contact Us. A user is logged in as David Parker, with buttons for My Account and Logout. The main content area is titled 'My Account' and shows a sidebar menu with links to Membership, My Account, Pay My Dues, Event Resources, My Registered Events, and My CPE Certificates. The main content area displays the 'My Account' page for Teams, showing the current location: Home / Membership / My Account. It includes links for Back to Teams, Members, Add Member, and Team Settings. A message states that the team has 5 seats remaining and provides instructions on how to add members or share the registration link. A red arrow points to the registration link, which is displayed in a box: https://www.tcvscpa.com/membership/my-account/join-team/a798...

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Welcome David Parker

My Account Logout

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My Account

Membership
→ My Account
Pay My Dues
Event Resources
My Registered Events
My CPE Certificates

You are here: [Home](#) / [Membership](#) / My Account

[Back to Teams](#) [Members](#) [Add Member](#) [Team Settings](#)

This team has **5 seats remaining**. You can [add yourself as a member](#), share your team registration link, or manually add new members below.

Registration Link

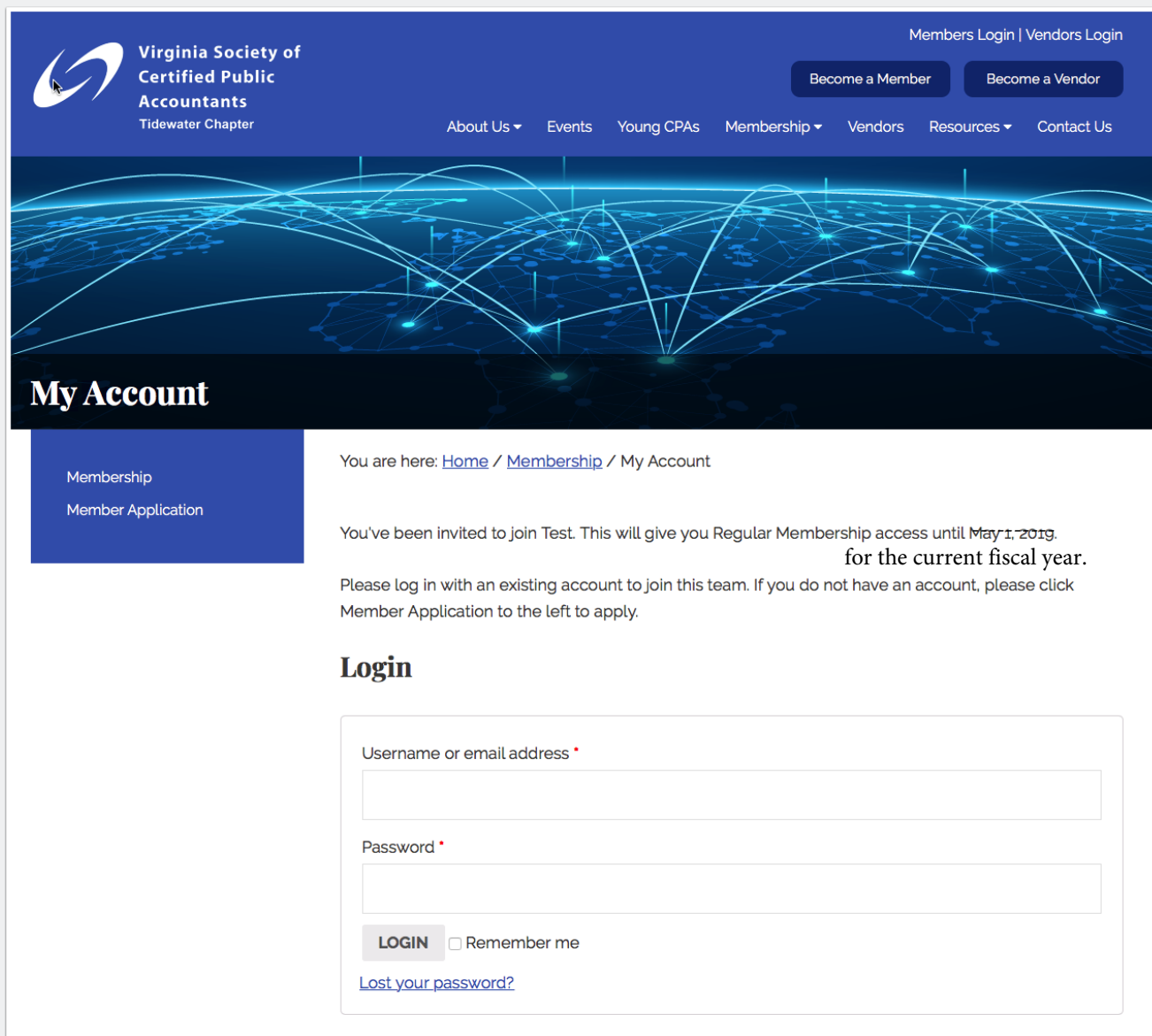
This registration link will allow members to register themselves for your team.

<https://www.tcvscpa.com/membership/my-account/join-team/a798...>

Regular Membership (Multi-Colleague) Instructions

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.



The screenshot shows the website for the Virginia Society of Certified Public Accountants, Tidewater Chapter. The header includes the logo, navigation links (About Us, Events, Young CPAs, Membership, Vendors, Resources, Contact Us), and buttons for 'Become a Member' and 'Become a Vendor'. The main content area is titled 'My Account' and features a sidebar with 'Membership' and 'Member Application' links. The main text area contains a breadcrumb trail, a message about an invitation to join a team, and a login form. The login form has fields for 'Username or email address' and 'Password', a 'LOGIN' button, a 'Remember me' checkbox, and a link for 'Lost your password?'.

Virginia Society of
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Members Login | Vendors Login

Become a Member Become a Vendor

About Us ▾ Events Young CPAs Membership ▾ Vendors Resources ▾ Contact Us

My Account

Membership
Member Application

You are here: [Home](#) / [Membership](#) / My Account

You've been invited to join Test. This will give you Regular Membership access until ~~May 1, 2019~~
for the current fiscal year.

Please log in with an existing account to join this team. If you do not have an account, please click
Member Application to the left to apply.

Login

Username or email address *

Password *

LOGIN ☐ Remember me

[Lost your password?](#)

Regular Membership (Multi-Colleague) Instructions

Membership - Join Team

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

Virginia Society of
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Accountants
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Welcome

My Account Logout

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My Account

Membership
→ My Account
Pay My Dues
Event Resources
My Registered Events
My CPE Certificates

You are here: [Home](#) / [Membership](#) / My Account

Hello **test.teams** (not **test.teams**? [Log out](#))

You've been invited to join Test. This will give you Regular Membership access until May 1, 2019.

JOIN TEAM for the current fiscal year.