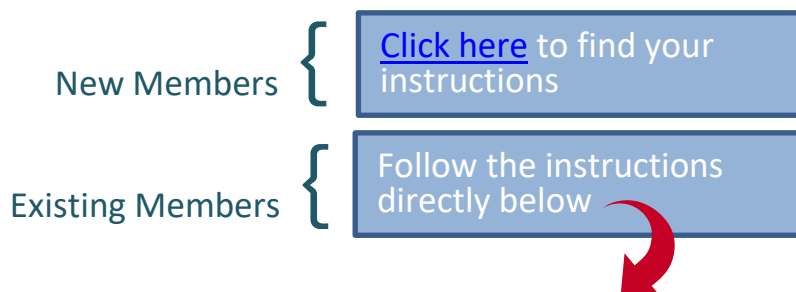




USLCA Group Membership

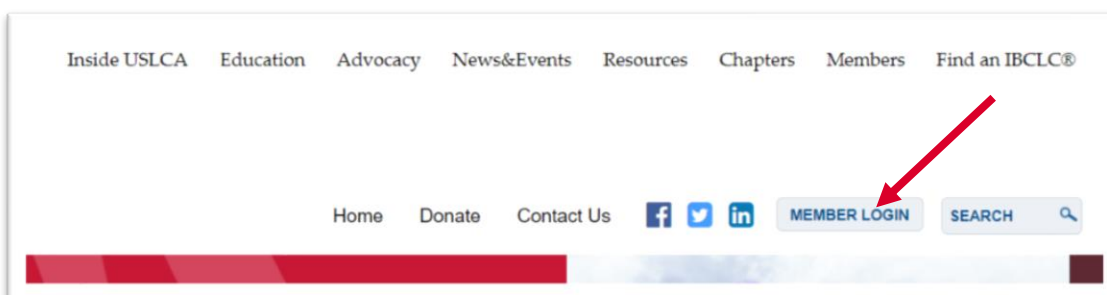
Group Name: example name
Discount Code: example code

Congratulations! A group membership code has been created for you. Please follow the instructions below to redeem your discount code and update your member profile.



Instructions for Existing Members

1. Please log into your account here: www.uslca.org/my-account. If you do not know your password, please use the "Request Password" option located through the same link.



2. Once you've logged into your account, please review the data that populates in the fields to ensure the information is correct.

Account Profile Directory Additional History Card Sign Out

Name (First and Last)
Example Individual Profile

Mailing Address (for Clinical Lactation)
City, state/province, postal code

Find a Lactation Consultant Profile Address
Chicago IL 60602, US

Email
karenso322@gmail.com

Alternate Email (not for member sign-in)

Cell Phone

3. Next, scroll towards the bottom of your “Account” tab. You should see a section that lists your previous/current membership level.

Group

Please enter your Group Discount Code here. This code will be in place of credit card information for your purchase. You must apply the code and save your changes for your redemption to take effect.

Group memberships are open to 5+ individuals who join together at once, without a Group Membership code you'll be charged the full \$85.

Membership past due since Sep 13 2018

[Upgrade or Change Options](#)

4. This next may look a little different for everyone, depending on your previous membership level.
- If you were a group member last year, you should see “Group” listed as your membership level. You **do not** need to select “Upgrade or Change Options”. Instead, continue scrolling to the payment fields below.
 - If you previously had a membership level other than “Group”, you’ll need to **select the “Upgrade or Change Options” button**. And, then select the “Group” option.

Individual

Open to any lactation professional.

Membership past due since Sep 13 2018

[Upgrade or Change Options](#)

Contributing Professional
Make an extra contribution and be recognized

Monthly
Spread your payments out over the year with small monthly payments of \$9.

Group
Please enter your Group Discount Code here. This code will be in place of credit card information for your purchase. You must apply the code and save your changes for your redemption to take effect.

Group memberships are open to 5+ individuals who join together at once, without a Group Membership code you'll be charged the full \$85.

Individual
Open to any lactation professional.

Retired
Opened to those 65 or older who have been a USLCA member for at least 3 years. Retired membership includes a digital subscription to Clinical Lactation.

5. After you've ensured that your membership level is set to "Group", scroll to the very bottom of the page. You will find payment fields to "Pay Online".
 - a. In the field labeled "Discount Code", enter the code you were given by your group organizer.
 - b. Click "Apply". You will then see "100% Discount Applied".
 - c. Lastly, be sure to click "Save & Continue" to activate your membership.

The screenshot shows a 'Pay online' form with the following fields and buttons:

- Title: Pay online
- Amount: \$85 / year
- Due date: \$75 payment due today for period through Sep 17 2019
- Name on card:
- Billing address:
- City, state/province, postal code:
- Credit/debit card number: Card number MM / YY
- Discount code:
- Message: 100% discount applied
- Buttons:

Annotations:

- a***: Points to the 'Discount code' input field.
- b**: Points to the 'Apply' button.
- c**: Points to the 'Save & Continue' button.

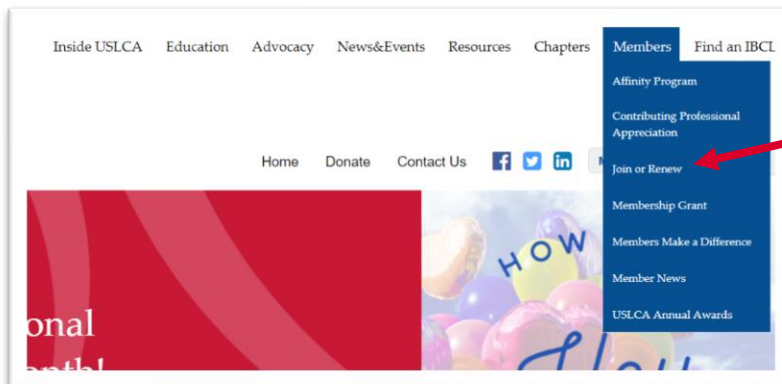
*Please leave all other fields in this box blank. If you get a red "Required" error, please reload the page and do not click into any of the fields.

6. Now that you have activated your membership, you may continue through the profile settings to optimize your USLCA profile. Be sure to click "Save & Continue" at the bottom of every page before proceeding to the next. If you would like to view a short tutorial on optimizing your profile, you can visit, www.uslca.org/individual-profile.

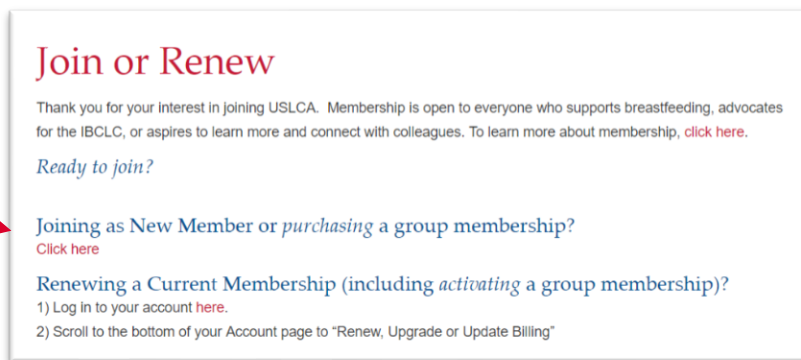
For questions, contact the USLCA office at 202-738-1125 or info@uslca.org

Instructions for New Members

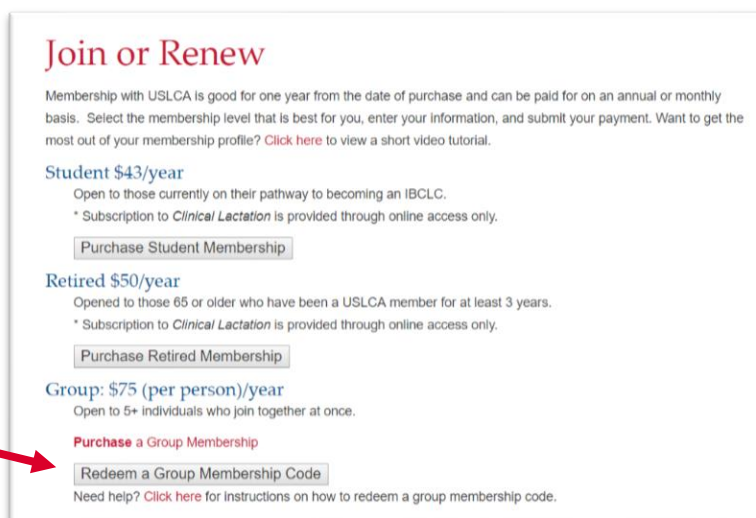
1. Visit www.uslca.org. Under the “Members” tab, select the “Join/Renew” option.



2. Click the “Joining as New Member” option.



3. Select the option to “Redeem a Group Membership Code” located under the Group membership level.



4. Please enter your account information in the fields that appear.

The screenshot shows a web form with a navigation bar at the top containing tabs for Account, Profile, Directory, Additional, History, Card, and Sign Out. The 'Account' tab is selected. The form contains the following fields:

- Name (First and Last): Example Individual Profile
- Mailing Address (for Clinical Lactation): [Empty field]
- City, state/province, postal code: [Empty field]
- Find a Lactation Consultant Profile Address: [Empty field]
- Chicago IL 60602, US
- Email: karenso322@gmail.com
- Alternate Email (not for member sign-in): [Empty field]
- Cell Phone: [Empty field]

5. After completing your account information, please scroll down. You should see “Group” listed as your membership level. Directly below this, you should see payment fields, including a “Discount code” field.

The screenshot shows the 'Group' membership section. It includes the following text and fields:

Group

Please enter your Group Discount Code here. This code will be in place of credit card information for your purchase. You must apply the code and save your changes for your redemption to take effect.

Group memberships are open to 5+ individuals who join together at once, without a Group Membership code you'll be charged the full \$85.

Pay online
\$85 / year
\$85 payment due today for period through Sep 17 2019

Name on card: [Empty field]

Billing address: [Empty field]

City, state/province, postal code: [Empty field]

Credit/debit card number: Card number [Empty field] MM / YY [Empty field]

Discount code: [Empty field]

6. In the payment fields, please complete the following:

- In the field labeled “Discount Code”, enter the code you were given by your group organizer.
- Click “Apply”. You will then see “100% Discount Applied”.
- Lastly, be sure to click “Save & Continue” to activate your membership.

The image shows a screenshot of a web form titled "Pay online". The form contains the following fields and elements:

- Title: Pay online
- Amount: \$85 / year
- Due date: \$75 payment due today for period through Sep 17 2019
- Name on card:
- Billing address:
- City, state/province, postal code:
- Credit/debit card number: Card number MM / YY
- Discount code:
- Feedback: 100% discount applied
- Buttons:

Three callout boxes with red arrows point to specific parts of the form:

- Box **a*** points to the "Discount code" input field.
- Box **b** points to the "Apply" button.
- Box **c** points to the "Save & Continue" button.

*Please leave all other fields in this box blank. If you get a red "Required" error, please reload the page and do not click into any of the fields.

7. Now that you have activated your membership, you may continue through the profile settings to optimize your USLCA profile. Be sure to click "Save & Continue" at the bottom of every page before proceeding to the next. If you would like to view a short tutorial on optimizing your profile, you can visit, www.uslca.org/individual-profile.

For questions, contact the USLCA office at 202-738-1125 or info@uslca.org