



Greeting,

The purpose of this is to provide a guide for various signup and renewal processes for both new members and existing members. Please follow this guide or use the points of contact to ensure you are properly gaining all the valuable content, networking, and continuing education. Do not forget to sign up for your local chapter and any additional chapters that would benefit your opportunities within our community.

Feel free to contact the following individuals with specific questions:

- Andrea Haley (ARMA Services) 844-565-2120
- Beth Eland (Member Services Coordinator) 844-565-2120 [beth.eland@armaintl.org](mailto:beth.eland@armaintl.org)

1. Sign up for a membership

- This can be done on the ARMA web site if a credit card is used. This is the link to join: [https://www.arma.org/general/register\\_member\\_type.asp?](https://www.arma.org/general/register_member_type.asp?)
- If an alternative payment type is used, the prospective member can email [ARMAservice@armaintl.org](mailto:ARMAservice@armaintl.org) and we will send them an invoice.

2. Renew a membership

- Is the member using auto-renew? Nothing needs to be done in this case. The receipt will be emailed to the member.
- Does the member need an invoice to submit to their employer for payment? Email [ARMAservice@armaintl.org](mailto:ARMAservice@armaintl.org) and we can send them an invoice
- If the membership has terminated, contact [ARMAservice@armaintl.org](mailto:ARMAservice@armaintl.org) and we will send an invoice.

3. Add an additional chapter to the ARMA International Membership

(Example: A member might only be signed up for Int'l but not a local chapter. How do they add the local chapter?)

- This is a limitation of our database. Members are not able to add a chapter on their own. We will be glad to send an invoice. Please direct them to [ARMAservice@armaintl.org](mailto:ARMAservice@armaintl.org)

Thank you for being a valued member of ARMA International and your local chapter.

John Neuman  
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