Membership to the San Francisco Bay Area Chapter is as follows:

Family Membership: \$50 per year Individual Membership: \$35 per year

# **New Membership Application Process:**

## STEP 1: Enter your contact information, Create Login info, and verify your email address

Go to <a href="http://central.cisvusa.org">http://central.cisvusa.org</a>

Click on "Join a Chapter" on the left hand navigation bar

NOTE: A CISV USA login screen should pop up when you do this

Click on "Sign up now" after the text Not a member yet

Enter info into the membership application screen as directed and hit the submit button

NOTE: if family membership, just enter info of Parent

Also if you are a new member or don't know the CISV Friend ID, just ignore that

Make sure you write down or remember your login and password info

NOTE: You will use this login info in CISV Central to apply for CISV programs in the future

You will then get an email sent to the email address you listed on the account application

## STEP 2: Select Chapter, Membership type, and complete the application process

Find the email sent by the system entitled "Account Details for firstname.lastname at CISV Central" Copy the embedded link in the email into a new browser window to continue the application process

NOTE: You should get a window up in the CISV Central system once you do this Select San Francisco Bay Area from the "Chapter Name" pull down menu Select either Family or Individual Membership plan from the "Package Name" pull down menu Click the Submit button at the bottom

#### **STEP 3: Payment completion**

You should now be on a screen with your Membership plan selected and the amount owed displayed Select "Make Payment"

Select either "Paymentsgateway.com" to pay online with a credit card or "Check or Money Order"

### *If Electronic*

Select "Review Order"

Select "Continue to make payment as directed on the screen"

Fill out the info to submit your payment electronically

### If Check

Notice address to send check CISV Central San Francisco Bay Area Post Office Box 14377 Fremont, CA 94539

NOTE: If questions ... please contact Erika below

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