



Online Membership Renewal Instructions

1. Go to the FBLA-PBL home page at fbla-pbl.org
2. Click **LOGIN** in the menu bar at the top right of the page.
3. Under **Membership and National Conference Registration**, enter your chapter number.
 - *You do not have to enter hyphens or zeros.*
 - *For example, if your chapter number is 00XXXX-00, enter XXXX.*
4. Enter the password *Service* and click the **Log In** button.
 - *The password is not case sensitive.*
5. You will then be logged in as your school. To verify this, you should see your school at the top right of the text on the **Services** screen.
6. Under the Services list, click **Membership Registration**.
7. Read the directions.
8. At the bottom of the page click the **Continue To Step One** button.
9. Follow the directions for each step to add your members for the year.
 - **IMPORTANT:** To enroll a *returning member* for the current membership year, look for the member name from the list and select the student year from the drop down menu before you check the box to enroll. Then check the box next to the student name.
 - When enrolling new student members, do **not** type their names in ALL CAPS.
 - Try to include as many students as possible on **one invoice**.
 - **Send a copy of the invoice** if you are paying by check or money order.
 - To make a correction once you have posted your members, email membership@fbla.org.
 - A purchase order does **not** count as payment.
 - You can pay by check, money order, or credit card (American Express, Visa, Discover, or MasterCard).
10. Before exiting, click the **View & Print Statement** button at the bottom left-hand side of the page to preview your membership.
11. This page can also be printed to keep for your school's records. To print from your web browser, click **File**, then **Print**.

NOTE: Reporting online membership alone does not activate your chapter. Payment must be received at the FBLA-PBL National Center before your chapter is considered officially active for the 2016–17 membership year. Paid membership dues are non-refundable. Dues payment must be received by midnight Eastern Time on the due date for membership award and competitive event eligibility.

For additional questions, comments or concerns, please contact the membership department at 703.860.3334 or email us at membership@fbla.org.