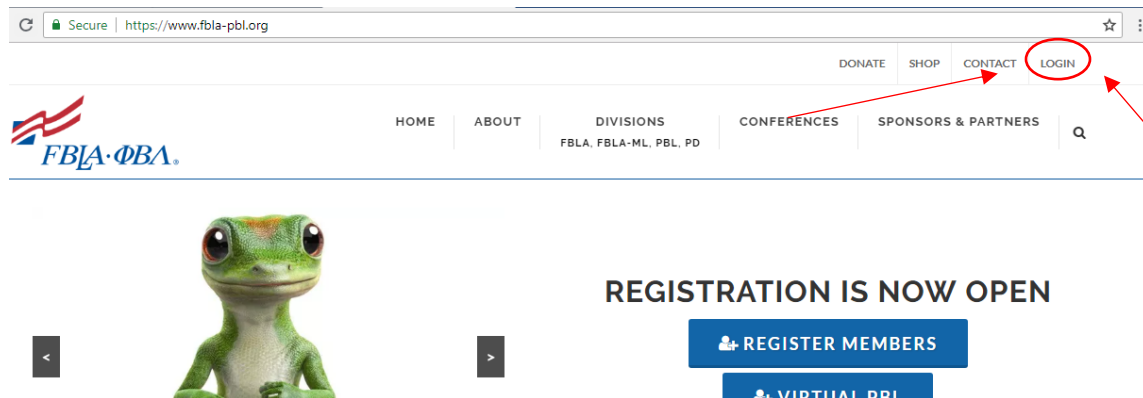


## HOW TO UPLOAD MEMBERS:

1. Go to [fbla.org](https://www.fbla-pbl.org)
2. In the upper right hand corner click on the “**LOGIN**” button



3. In the “**Membership & National Conference Registration**” enter your chapter number (if you need your chapter number please email us)
4. The password is “**service**”

A screenshot of the FBLA-Phi Kappa Phi website's login and registration page. The page features the organization's logo at the top left. Below the logo is a breadcrumb trail: "Home > Members Online". Underneath is a link for "FBLA-PBL Login". The main heading is "Membership & National Conference Registration", followed by a bulleted list: "Register members, manage your roster, download invoices, make payments" and "Register for national conferences". There are two input fields: "Chapter #:" and "Password:". Below the password field is a "Log In" button. At the bottom, there is a link: "Forgot your Chapter number?".

5. Once logged in, click on “**Membership Registration**”

- ▶ Conference Registration
- ▶ Professional Directory
- ▶ Professional Profile Update
- ▶ Professional Renewal
- ▶ Apply for a Professional Membership
- ▶ **Membership Registration**
- ▶ Export Professional Members
- ▶ State Key Contact Access Area

6. Go through Steps 1-7 and update your contact information and upload members

7. On Step 4: Professional Members, Click On “**Add New**”

Step 1: School Information Step 2: Advisers Step 3: Members Step 4: Professional Members Step 5: State Dues Step 5: National Dues Step 6: National Scholarship Donation Page Step 7: Invoice/Receipt Page Step 8: Statement Page

#### Add or Edit Professional Members

You can **add** or **edit** your Professional Division members. This step is optional.

Select A Professional Member

8. On membership drop down, click on “**Professional Member (\$25.00)**” and fill out

Add Professional Members

Select A Professional Member ▼ View Add New

**Membership:** → Select One... ▼ \*\*\* ←

Prefix/First Name/Initial:    \*\*\*

Last Name/Suffix:  \*\*\*

Home Phone:  \*\*\*

Mailing Address:   \*\*\*

City/State/Zip:  \*\*\*  None Selected.. ▼ \*\*\*  \*\*\*

Employer:

Position:

Business Address:

City/State/Zip:   None Selected.. ▼

Work Phone:

Fax:

Email:

Submit This Record Clear Changes

Continue To Step Five >>

9. When done click “**Submit This Record**”, and continue to Step Five

10. You will receive an email from Nationals **IGNORE the National Invoice.**

FBLA Arizona will bill you for your membership.