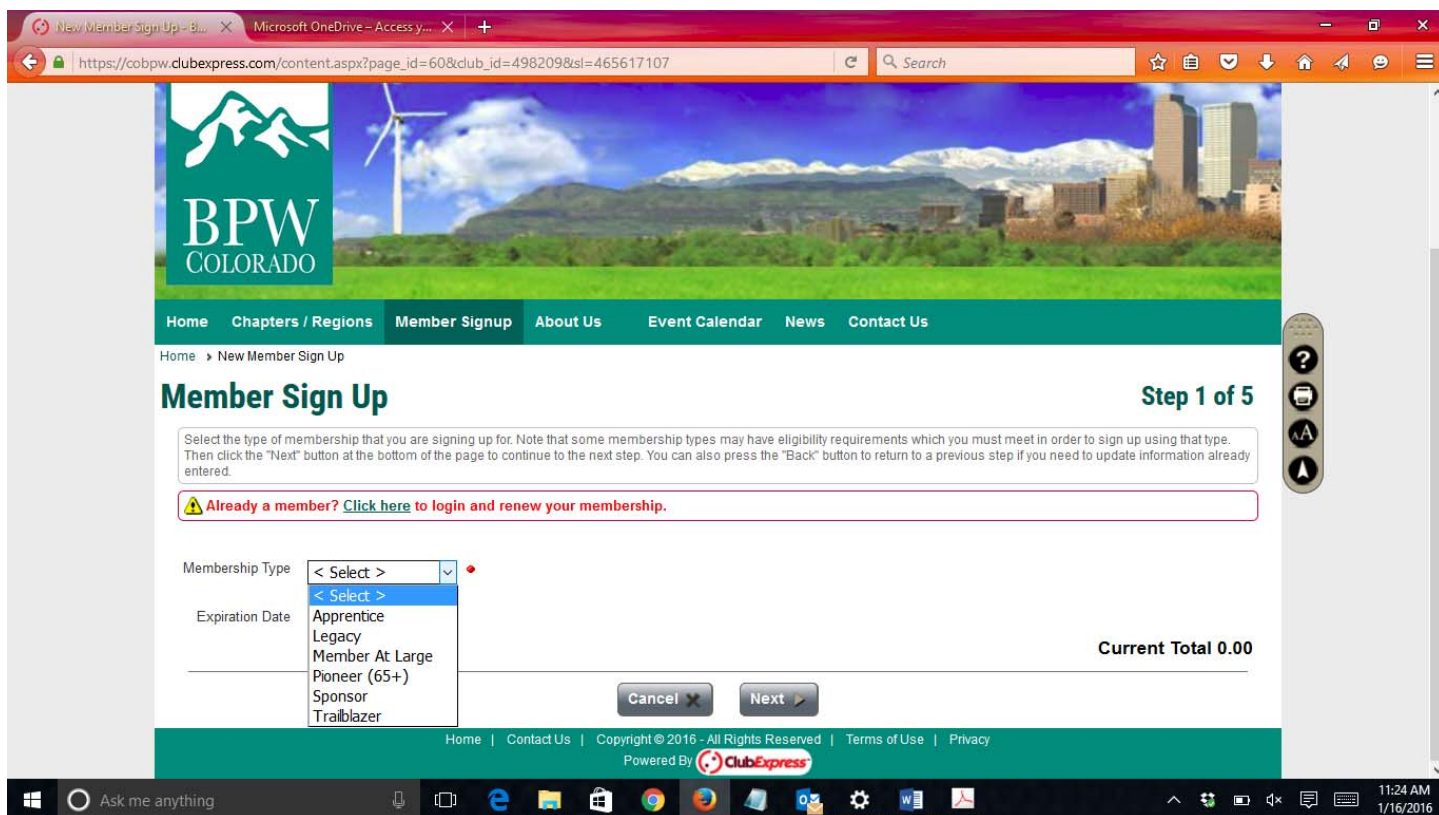


BPW Colorado – New Member sign-up instructions.



Click the **Member Sign-Up** tab. This will bring you to Step 1.



Select a Membership Type from the dropdown menu. Please note that each chapter charges an additional amount for each membership type. The amount listed on this first page is only the amount due to BPW Colorado. The types are: Apprentice (students of any age who are currently enrolled in a program), Trailblazer (general membership category), Pioneer (available to women 65 years of age and older who wish to pay less – not required if you are over 65), Legacy (category of membership available to everyone that helps to fund programs at the state and local levels), Sponsor (category of membership available to everyone that helps create a more stable organization, Sponsor members are

recognized), Member At Large (category available to women who are not in a chapter and application approval required). If you would like to pay for a Sponsor membership on a monthly basis, please contact us for a membership contract and application approval. Click Next to continue.

Member Sign Up Step 2 of 5

The following pages collect the information needed for your membership. Please complete each page as accurately as possible. Required fields are marked with an asterisk. Please note that, in accordance with the Privacy Policy, your email address will not be sold or distributed to anyone. When you have finished with this page, click the "Next" button.

Member Information

Salutation [Select](#)

First Name

Middle Initial

Last Name

Nickname

Spouse First Name

Spouse Last Name

Cell Phone

Email Address

☒ Uncheck this box to stop receiving general information emails from your state. Note that this setting does not affect discussion forum emails, or system generated emails such as renewal notices and transaction confirmation messages.

Sponsor

Company / Primary Address

Company

Enter in member information as required. More information is better so that BPW leaders and members can connect with you.

generated emails such as renewal notices and transaction confirmation messages.

Sponsor

Company / Primary Address

Company

Occupation/Title

Address Line 1

Address Line 2

City

State/Province

Zip/Postal Code

Country [Show All Countries](#)

Phone

Toll Free Phone

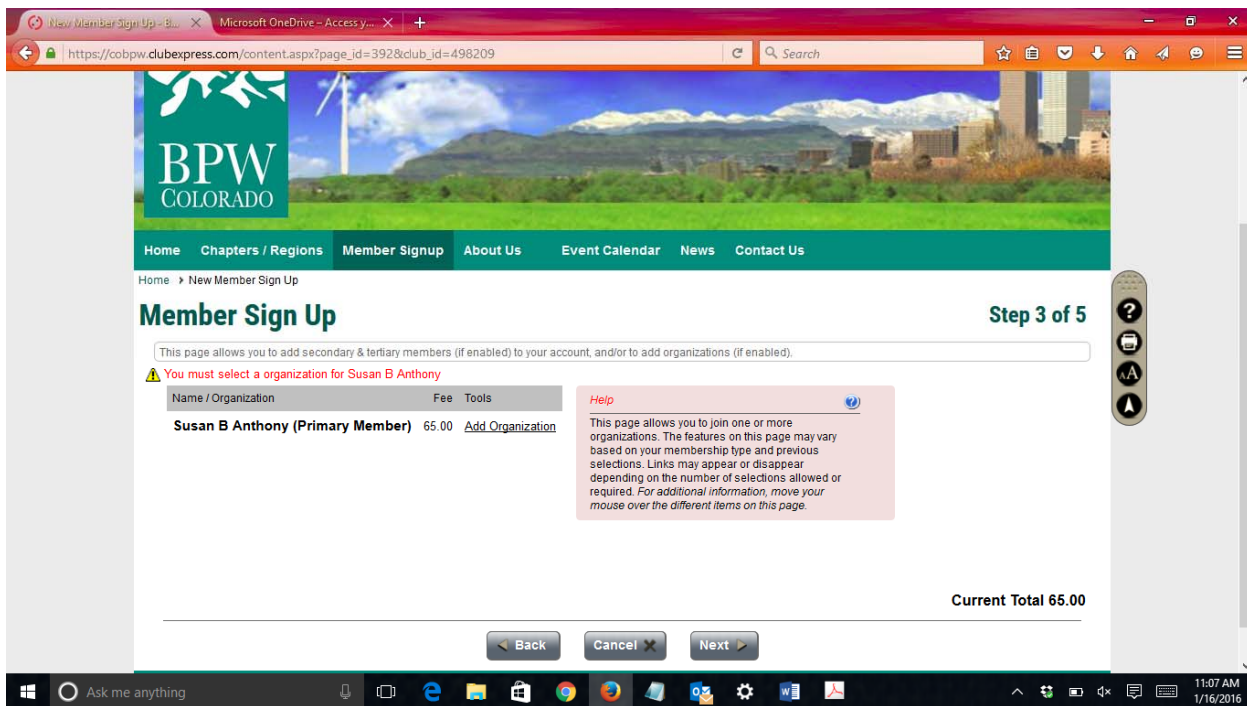
Fax

Website

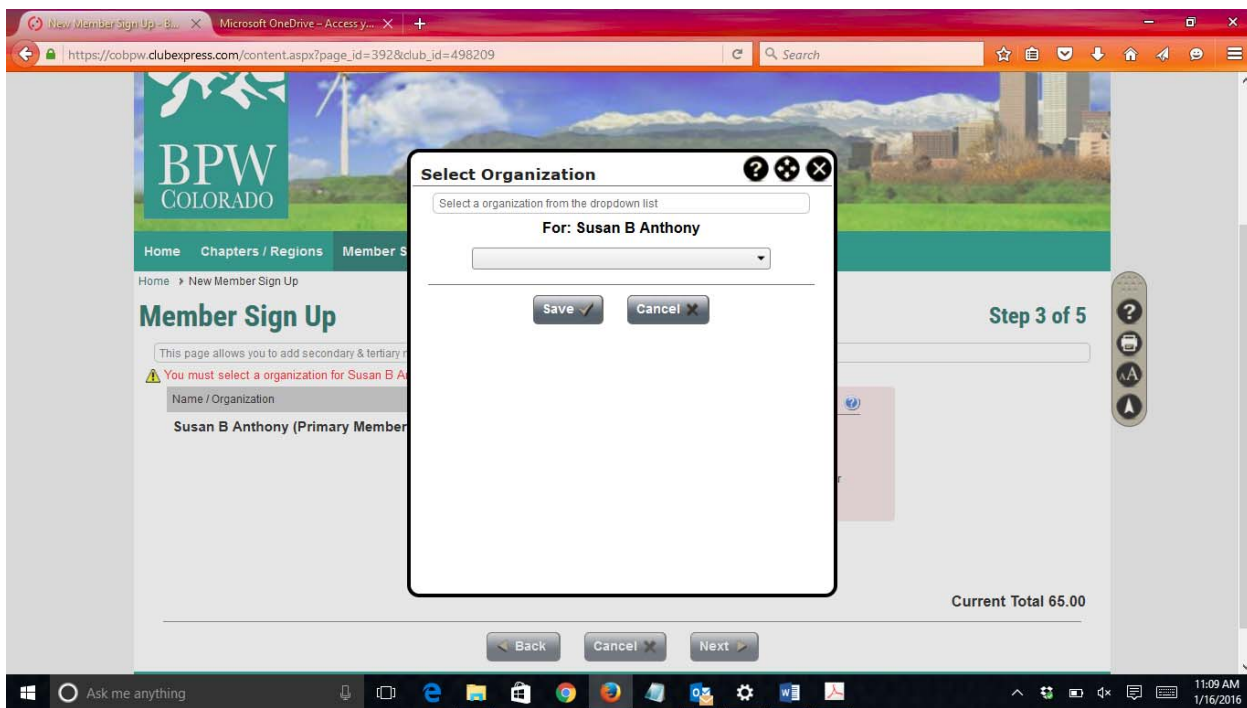
[Back](#) [Cancel](#) [Next](#)

File failed to upload
There was an error while uploading a file to the server. Click to view and resolve the error.

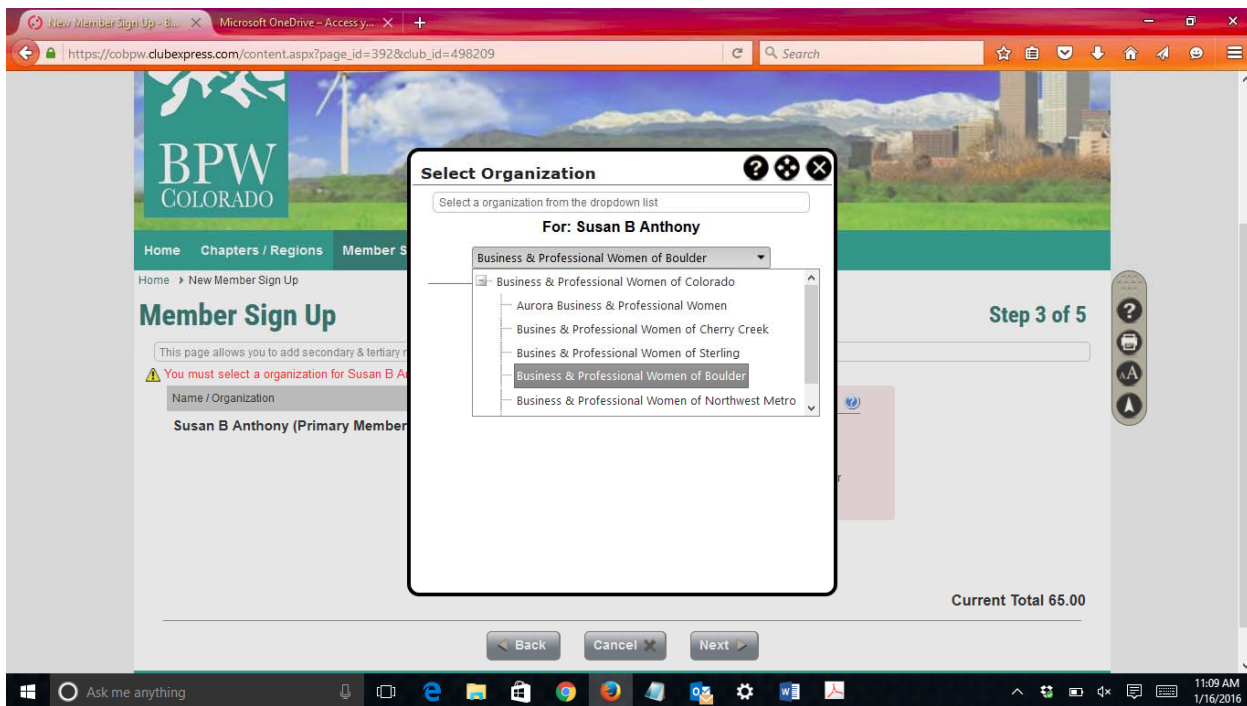
Your address needs to be entered so that you receive the bi-monthly Ms. Magazine by mail, a benefit of membership. This information is not public and can only be accessed by administrators from BPW Colorado. Click the Next box to proceed.



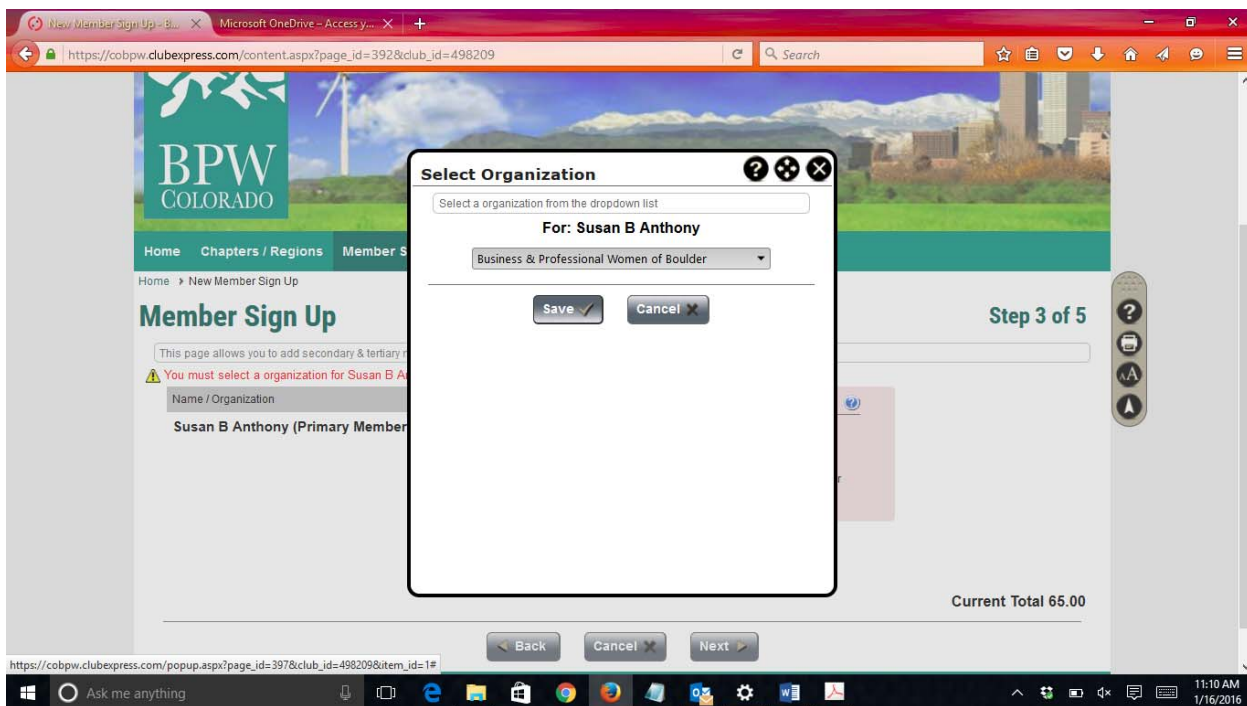
This will bring you to the Member Sign Up page (unless you chose Member At Large). At this point you will choose your chapter organization and the fees for that organization will be added to your total. Click on Add Organization to get to the next screen.



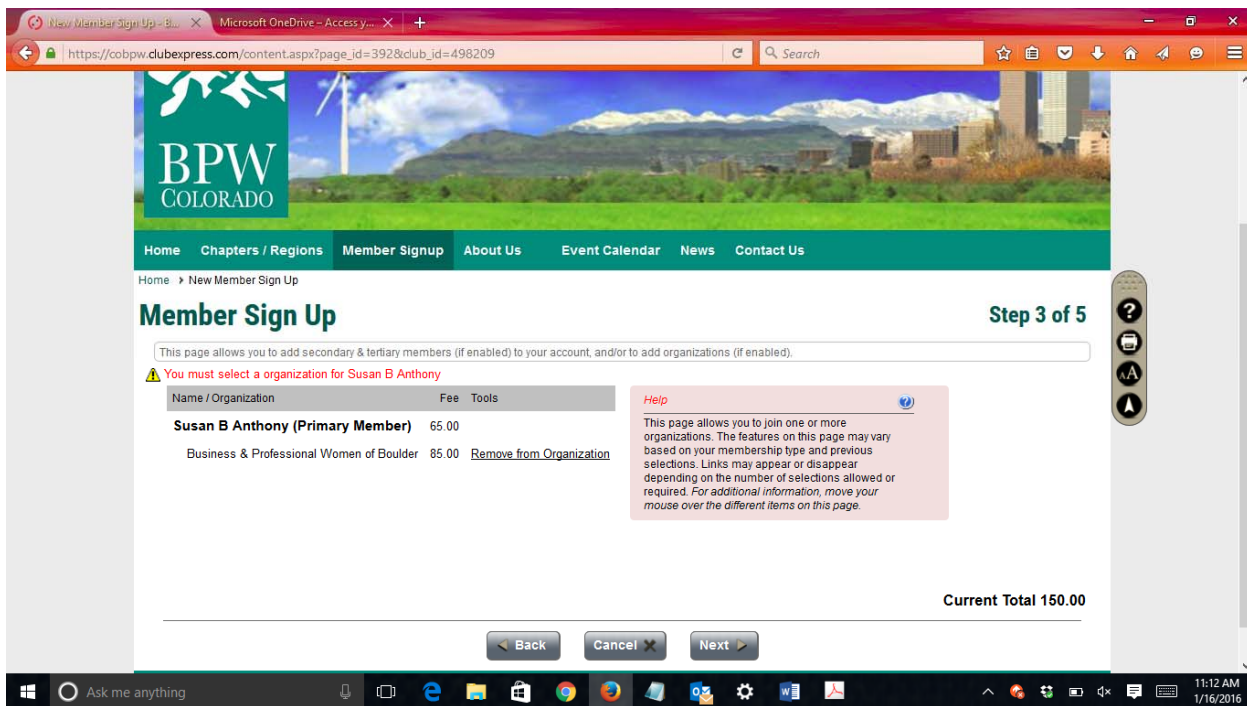
A new screen will pop-up and you will click on the arrow to see chapter choices.



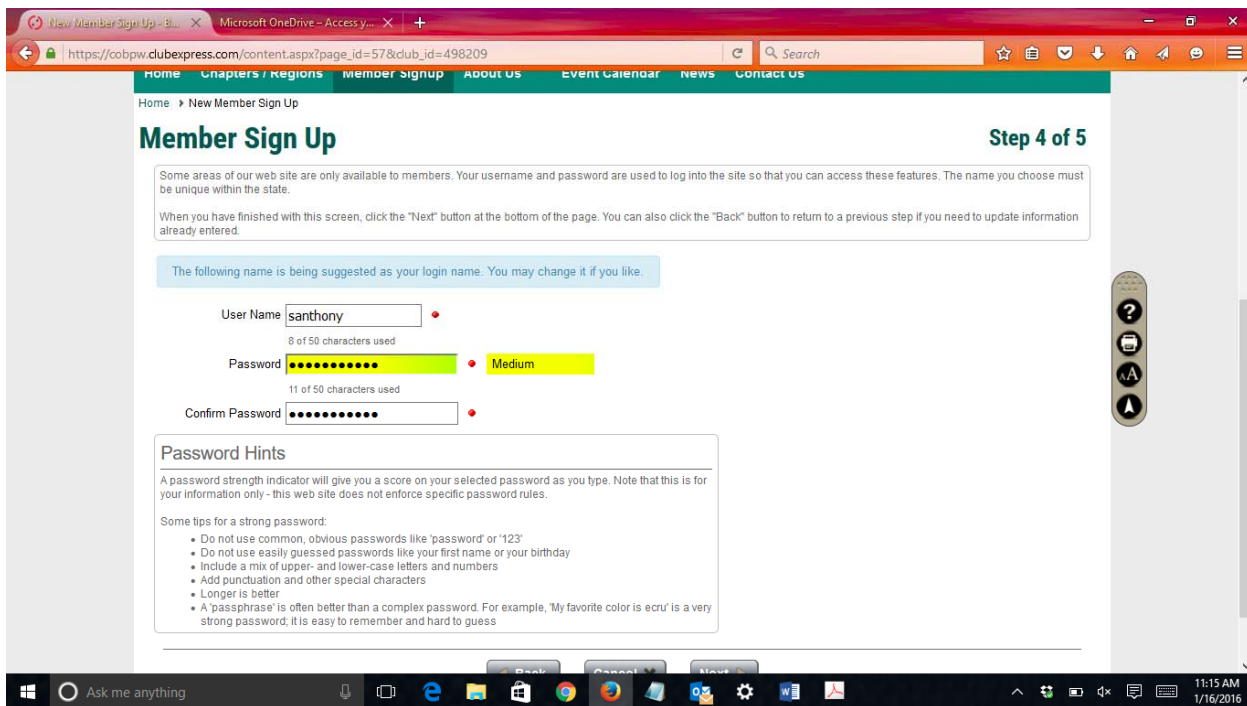
The drop-down menu will appear and you can select the chapter that you would like to join. This choice is usually geographically based (near your home or work), but does not have to be. Select the organization by clicking on it and it will be highlighted.



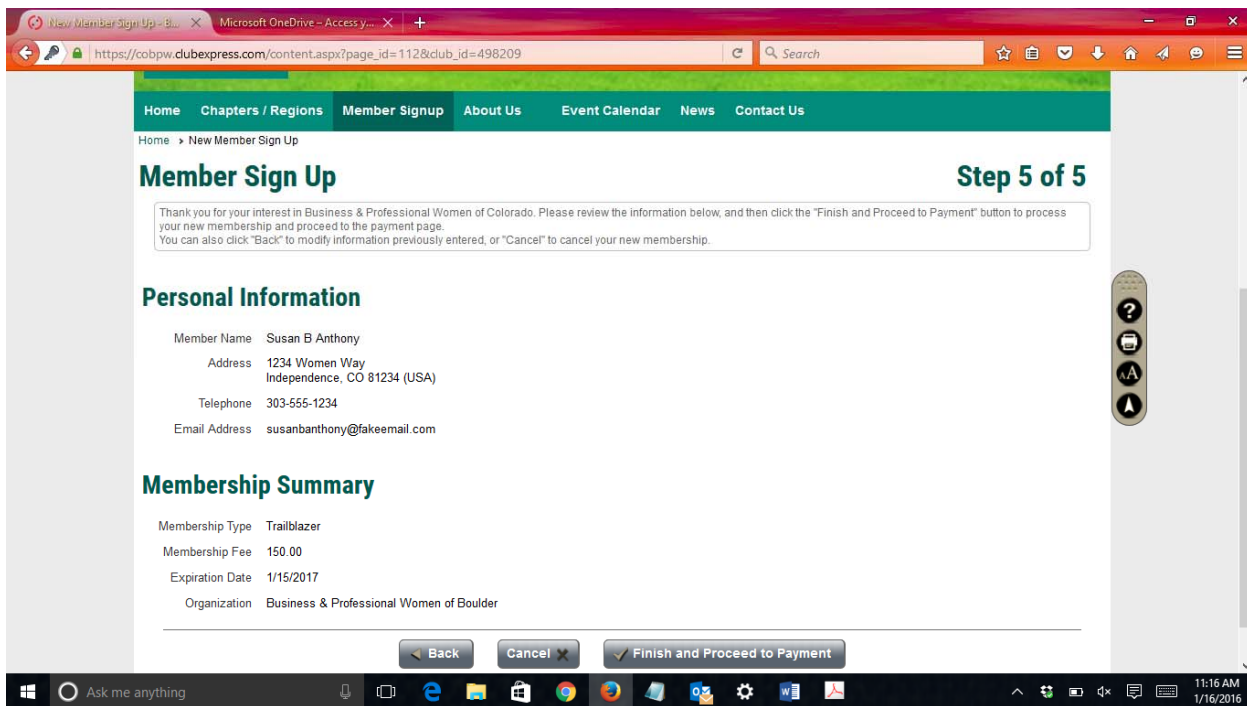
Once you've selected the organization, if it is listed correctly, click on the Save button. If it is listed incorrectly repeat the above process.



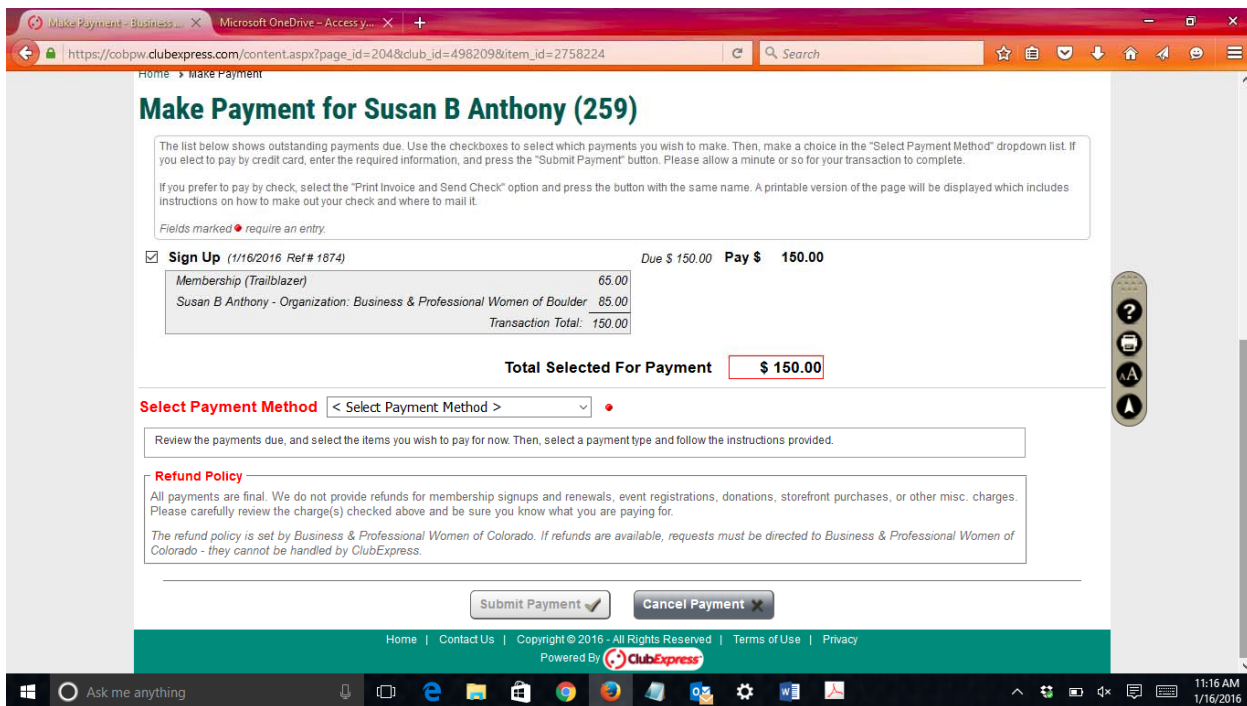
The pop-up box will disappear and the Current Total will indicate the total amount to be paid to BPW Colorado. Click the Next box to proceed.



Now you will be asked to create a password (another password, I know... it is necessary to keep certain information private and to allow us to have a member's only section). Create a password that you will remember and click Next.



This will bring up the final page of the application process prior to payment. Ensure that your information is all correct and click Finish and Proceed to Payment to proceed.



Now you will be asked to make a payment. Click on Select Payment Method and you will get a drop-down menu.

Make Payment for Susan B Anthony (259)

The list below shows outstanding payments due. Use the checkboxes to select which payments you wish to make. Then, make a choice in the "Select Payment Method" dropdown list. If you elect to pay by credit card, enter the required information, and press the "Submit Payment" button. Please allow a minute or so for your transaction to complete.

If you prefer to pay by check, select the "Print Invoice and Send Check" option and press the button with the same name. A printable version of the page will be displayed which includes instructions on how to make out your check and where to mail it.

Fields marked * require an entry.

<input checked="" type="checkbox"/> Sign Up (1/16/2016 Ref# 1874)	Due \$ 150.00	Pay \$ 150.00
Membership (Trailblazer)	65.00	
Susan B Anthony - Organization: Business & Professional Women of Boulder	85.00	
Transaction Total:	150.00	

Total Selected For Payment \$ 150.00

Select Payment Method < Select Payment Method >

Review the payments due, and select the payment type and follow the instructions provided.

Refund Policy

All payments are final. We do not provide refunds for membership signups and renewals, event registrations, donations, storefront purchases, or other misc. charges. Please carefully review the charge(s) checked above and be sure you know what you are paying for.

The refund policy is set by Business & Professional Women of Colorado. If refunds are available, requests must be directed to Business & Professional Women of Colorado - they cannot be handled by ClubExpress.

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Choose a payment method and proceed accordingly. BPW Colorado will be notified of the new membership application and will contact you shortly. Thank you for your interest in this organization and please call with any questions. We will do our best to answer your phone call or email within 24-48 hours, as we are a volunteer-run organization.