



International Association  
of Business Communicators

**IABC**  
**ADDITIONAL CHAPTER**  
**PURCHASE**

## ADDITIONAL CHAPTER PURCHASES

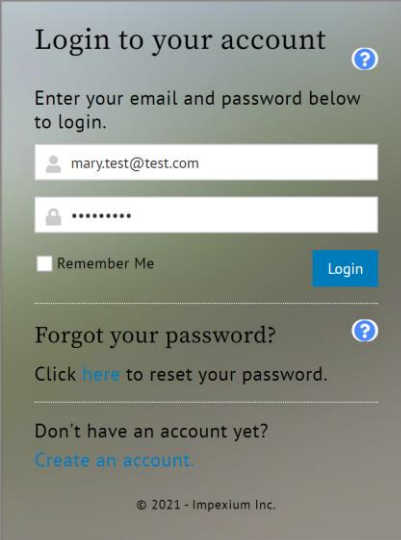
You can now purchase additional chapter memberships outside of your membership term.

This purchase process should only be used in situations where you already have a membership and want to add an additional chapter, however, you are not ready to renew your national membership.

## PURCHASE OF ADDITIONAL CHAPTERS

IABC Members can purchase additional chapters:

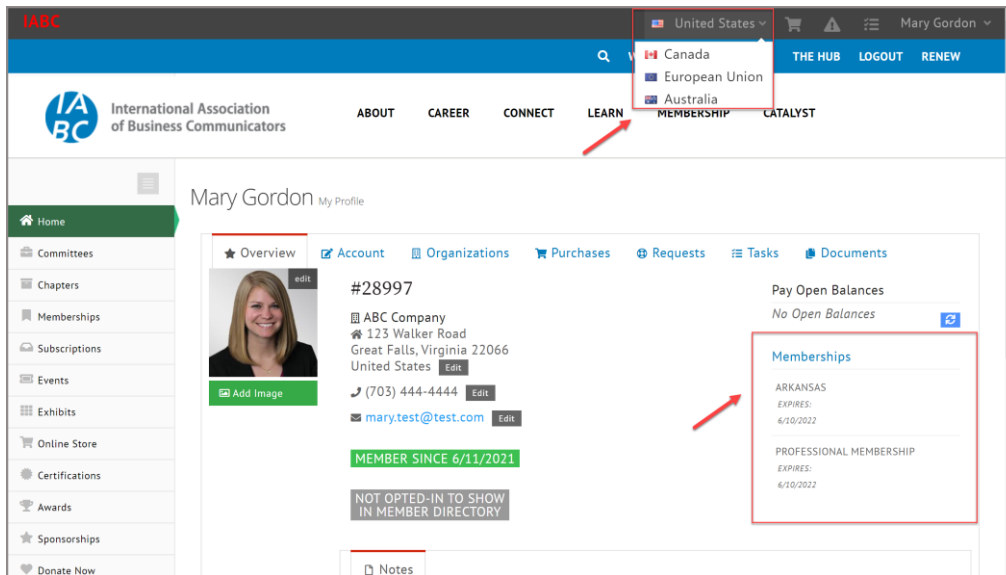
First, log into the system by entering your login credentials.



The screenshot shows a login interface with the following elements:

- Title:** "Login to your account" with a help icon (question mark in a circle).
- Instruction:** "Enter your email and password below to login."
- Email Field:** A text input field containing "mary.test@test.com".
- Password Field:** A text input field with masked characters "\*\*\*\*\*".
- Remember Me:** A checkbox labeled "Remember Me".
- Login Button:** A blue button labeled "Login".
- Forgot Password:** A section titled "Forgot your password?" with a help icon, containing the text "Click [here](#) to reset your password."
- Create Account:** A section titled "Don't have an account yet?" with a link "Create an account."
- Footer:** "© 2021 - Impexium Inc."

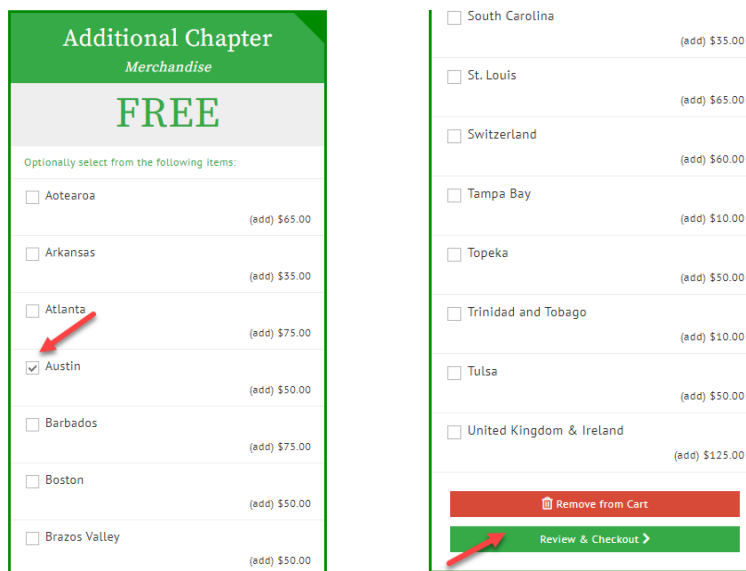
Once logged in, you can access your My Profile page to see existing memberships and chapters. From anywhere in the system, you can modify the currency from the drop-down menu on the top right.



## CHAPTER SELECTION

To purchase additional chapters, navigate to the “Add A Chapter” webpage: <http://iabc.mpxstage.com/add-a-chapter>

Then, you can select from the listed chapters. Chapters displayed here are the available chapters based on the currency selected. You can select one or multiple additional chapters then click “Review and Checkout”.







## REVIEW AND CHECKOUT

Within the shopping cart, you will see any added chapters listed.

Click “Checkout” to proceed.

Purchasing for “Mary Gordon (Associate)”

You can click or tap on each item to go back and make changes.

Item	Quantity	Item Price	Item Total	Remove
 <b>Additional Chapter</b> Merchandise	1	Free	Free	
 This membership is being optionally purchased together with Additional Chapter <b>Austin</b> Membership These dues include Region dues of \$10.	1	\$50.00	\$50.00	

Promo Code

Subtotal \$50.00

Subtotal does not include applicable taxes and shipping costs, if any.

From the final step of the Membership Purchase Process, you can:

1. Review the Order Summary
2. Confirm or Add a Billing Address
3. Apply a Payment
4. Send a copy of the Confirmation Email
5. Submit the Order

[Order Summary](#)

ITEMS	\$50.00
TOTAL	\$50.00

[Billing Address](#) [+ add new billing address](#)

123 Walker Road Great Falls, Virginia 22066 United States

[Payment Options](#)

Bill Me

**BillMe**

[Confirmation Email](#)

Send confirmation email to: marytest@test.com

Send a copy to:

## CONFIRMATION

Once the order is submitted, you will see the confirmation that the transaction was successful and a hyperlink to the Order or Invoice.

My Shopping Cart

1 Merchandise 2 Review

Purchasing for "Mary Gordon (Associate)"

Your transaction was successful.

**ORDER # 1140** **FRIDAY, JUNE 11, 2021**


**Customer:**  
#28997  
Mary Gordon (Associate)

**Billing:**  
Mary Gordon (Associate)  
123 Walker Road  
Great Falls, Virginia 22066  
United States

Once the purchase and payment are completed, you will see the newly added chapter on the overview of your My Profile page.

Mary Gordon My Profile

★ Overview [Account](#) [Organizations](#) [Purchases](#) [Requests](#) [Tasks](#) [Documents](#)



[edit](#)

**#28997**

**ABC Company**  
123 Walker Road  
Great Falls, Virginia 22066  
United States [Edit](#)

(703) 444-4444 [Edit](#)

mary.test@test.com [Edit](#)

**MEMBER SINCE 6/11/2021**

**NOT OPTED-IN TO SHOW IN MEMBER DIRECTORY**

**Pay Open Balances**  
No Open Balances [Refresh](#)

**Memberships**

ARKANSAS  
EXPIRES: 6/10/2022

PROFESSIONAL MEMBERSHIP  
EXPIRES: 6/10/2022

**AUSTIN**  
EXPIRES: 6/10/2022