Using the Wild Apricot Portal to join NAHSL as a new member
This is a two-step process. First, join NAHSL as a new member. Then, you will return to this screen to create a password for NAHSL’s Membership and Event Portal.

Welcome to NAHSL's Membership and Event Portal

Coming to the NAHSL membership portal to renew your membership for 2018? We appreciate your zeal to check this off of your list before the holidays arrive. But the Membership Committee and Treasurer would appreciate it if you could wait until the 2018 invoices are released on January 1st before renewing. This helps immensely with NAHSL record-keeping. Thank you and have a wonderful holiday.
Choose “Regular Membership,” “Retired Membership” or “Student Membership” (student members must be enrolled in an accredited graduate library sciences degree program) and then click “Next.”
Type in your e-mail address. This will become your **User Name** in the Portal. Following completion of your application, you will have the opportunity to set up a **password** to use in the system as well.

**NOTE:** Students, please use your library school e-mail.
On this screen, add (required):
- Your Name
- Institution or School
- Library
- Address and Phone Number
- MLA Membership Type
- AHIP Level
- (optional) NAHSL Committee choice
- Type of Library (not shown on screenshot)

Students – add library school name here
At the “Review and confirm” page, you will have one final opportunity to review your information. If you need to make a change, use the “Back” button. To continue, click “Confirm and proceed with payment.” Students – this will be the final step in the process.
At the “Review and confirm” page, choose one of the buttons:

a) **Pay online** using your existing PayPal account, or as a guest using your own credit card.

b) **Invoice me** if you want to pay by check.
FOR CHECK PAYMENTS ONLY – Click the View/Pay invoice button.

Your application has been submitted and is being reviewed. It will be activated upon approval and receipt of payment.

Membership details

Member since: 11 Dec 2015
Renewal due on: Never

Membership level: Regular Membership - $50.00 (USD)
Subscription period: 1 year, on: January 1st
No recurring payments

Membership status: Pending - New
Print this page and mail it to Valori Banfi, membership chair. Please include the invoice number on your check.
AS A NEW MEMBER, you need to set up your account on the Membership Portal. This will allow you to update your profile, register for CE Classes and the Annual Conference, plus easily renew your membership in the following year.

Click “Forgot Password” and follow the prompts to complete the setup process.
Type the e-mail you just used in applying for membership. This will be your user ID. Then, type in the 6 character code and click “Submit.” An e-mail will be sent to you containing a dedicated “change password” link as well as instructions on choosing your new password. THAT’S IT! Welcome to NAHSL.