



KEY POINTS ABOUT ONLINE MEMBERSHIP REGISTRATION

Reporting online alone does not activate your chapter. Payment must be received before your chapter is considered official. FBLA-PBL membership dues are unified. California Dues (per member) are: FBLA—\$11.00, FBLA-Middle Level—\$5.00. Section Dues are \$25.00 per year per chapter. Send entire amount to Nationals.

ONLINE REGISTRATION INSTRUCTIONS

1. Advisers should register their members, not students!
2. Log on to the National Web site at www.fbla.org.
3. In the yellow-orange box titled “Login, Adviser and State Key Contact” on the right-hand side of the page, click the drop box arrow and choose “Membership Registration”.
4. In the Chapter Membership Registration box, key in your chapter number and the password. The password is “service”.
5. Under Member Services, click the 6th item, “Membership Registration”.

Once logged in, complete National’s seven steps following their instructions. Use this process to report all members for your chapter during the year, and to print out detailed receipts for your records. Keep in mind, the national registration system times out after 20 minutes of work. Therefore, you may need to register members and Chapter Advisers over several sessions.

When registering members online, please keep in mind the following:

- Update all school, adviser, and principal information. It is very important that school and e-mail addresses are entered and are correct. Correspondence is frequently sent to advisers using the addresses that you supply.
- 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. Please double check the spelling of your student names. Also, make sure that their registered membership name is the name that appears on their ID that will be used for competitive events.
- Try to include as many students as possible on one invoice.
- To make a correction once you have posted your members, e-mail membership@fbla.org.
- No substitutions are allowed for student memberships once they are posted.
- All of California’s Professional Membership forms will be explained at a later date.
- A purchase order does not count as payment. You can pay by check, money order, or credit card (American Express, Visa, Discover, or Mastercard).
- When student dues are mailed to the national center, please include either one copy of the invoice/receipt or the statement. Print a copy for your records and mail a copy with payment to:
National Membership Dues
Future Business Leaders of America-Phi Beta Lambda, Inc.
P.O. Box 79063
Baltimore, MD 21279-0063
- When mailing your payment to the above address, please keep in mind that it will take approximately 10 days for your payment to be posted and show up on the drop down windows used for registering competitors for section and state conferences later in the year.
- **IMPORTANT:** *The collection and proper disbursement of local, state, and national dues is the responsibility of the chapter adviser. Failure to remit collected state and national dues to the respective offices will result in students not being recognized as active members of FBLA-PBL, Inc. as well as the loss of privileges at national events.*