

2018-2019 Professional Division Membership Information



GENERAL INFORMATION:

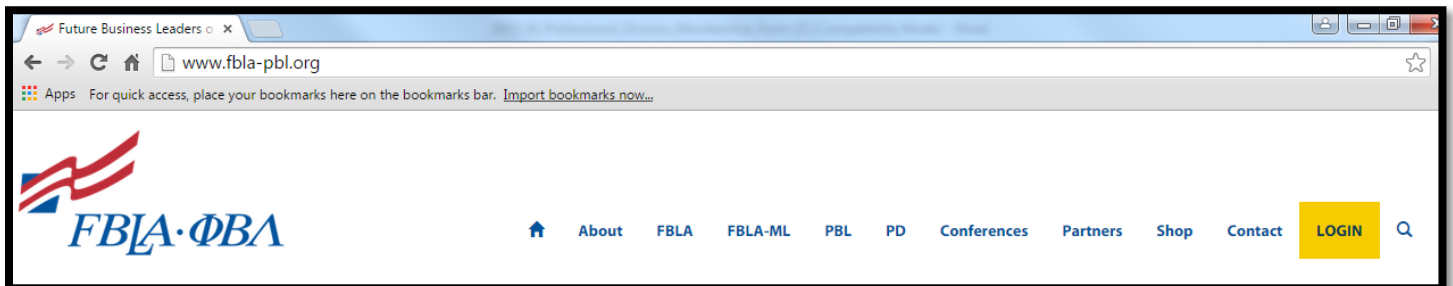
- The professional membership year is August 1 to July 31.
- The \$30 membership fee includes \$13 for California FBLA, which goes toward the **L. Byram Bates Memorial Scholarship Fund**.
- This year Professional Division Membership will be processed through the National FBLA Membership system.
- Follow the steps below in processing your Professional Division Membership for 2018-2019.

THE PROFESSIONAL DIVISION MEMBERSHIP PROJECT THROUGH CA FBLA IS:

- Any chapter that successfully recruits and processes payment for 10 or more Professional Division Members.
- In order to receive credit for this CA FBLA project, professional members must be processed and PAID FOR by February 28, 2019.

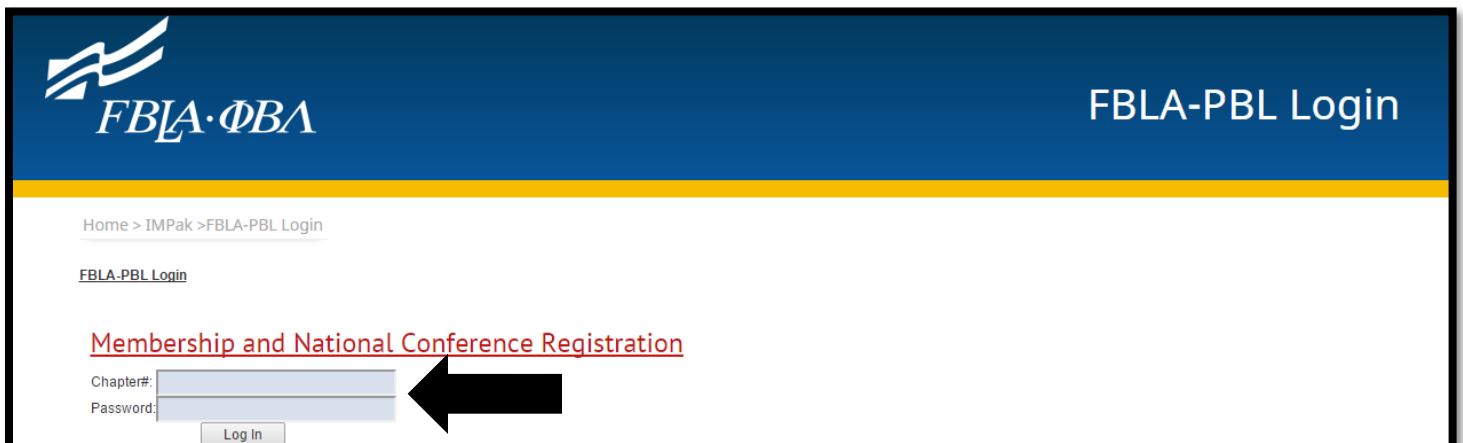
STEP 1:

Go to fbla-pbl.org and click 'LOGIN' in the top-right corner:



STEP 2:

Under the Membership and National Conference Registration section enter your Chapter # and Password, then click 'Log In':





STEP 3:

Click the 'Membership Registration' link:

STEP 4:

Click 'Step 4: Add Professional Division Members':



STEP 5:

Add New Professional Members (see image below for required fields, etc.) or select a previous year's Professional Member to add them for 2018-2019:

NOTE: On the Invoice/Receipt page you can also select Professional Members from last year to pay for them as well.

STEP 6:

On the Invoice/Receipt page of your Membership Registration, process the payment (using a Credit/Debit Card at the bottom of the page) or print the invoice to process it through your school's finance office. Once the payment is received at the National Office, CA FBLA will be notified and record your Professional Division Membership count.

STEP 7:

Once you finalize payment of your Professional Members, please have your members/officers send a thank you letter to show gratitude for their support of CA FBLA.

**Thank you for recruiting
Professionals Division Members!**