

Become an IGLTA Member

Before we get started, here are some helpful tips:

- First, we'll check our system to confirm if your business has ever been a member.
- Next, you'll create or connect a company account to your user profile.
- Last, pay your membership dues and receive access to all of IGLTA's member benefits.

1) Begin here, enter an email address for your user profile (you'll use it log in to your member account).



2) Enter your company name and we'll search our database for an existing account.

If no results are found, proceed to create a new company account. Fill in all required fields.

	Company Wizard				
	If the company already exists in the search results below, you can request to affiliate yourself with the company by clicking on the "Request Company Access" link.				
	If the company is not in the results, you can create a new company by "Create a New Account" button below the results.				
	If you wish to modify your search, please click the "Search Again" button below.				
	Company Location				
	No Results Found				
	Create a New Company Search Again				

If a member account already exists for this company, select "Request Company Access" and finish submitting your **user profile** details. Fill in all required fields.





3) Click Submit and follow the instructions included on the confirmation page. (Check your email)



Please check your inbox (and spam folder) for an "IGLTA - Access Granted" email.

This email will provide you a temporary password to access the IGLTA Member Portal.

Upon logging in you'll be prompted to create a new password.

If you have not received this email, please reach out to us at membership@iglta.org.



4) Locate the **Membership** tab from the menu on your left and select **Join/Renew**.

5) Select Add Membership on the next page. Review your designated Membership Rate details.

ADD MEMBERSHIP	Current account selected	: [Account Name]			Pag	je 1 d	of 1 🔊 Go to Page: 1	D
When choosing an choosen account.	account different from	[Account Name]	you will be signed into th	at				
Actions	ID	Partner Type	Membership Name	Туре	Expiration / Renew	•	Status	۵
0	7155	General Business	[Account Name]				Limited Access	



NOTE: Membership rates are auto-assigned based on your business type, global employee size, and location. If the membership rate listed is incorrect, please locate the **Profile** tab from the menu on your left and select **Accounts**. Use the pencil icon to enter edit mode, and proceed by updating your profile information before returning to the membership renewal form.

5) Optional: Select Membership Add-ons including E-Blasts and Enhanced Listing Upgrades.

Add-Ons

INCREASE YO	OUR BUSINESS OUTREACH (OPTIONAL):		
0	Travel Out News Wire	\$240.00	
0	Buyer Email Blast	\$550.00	
0	Consumer Email Blast	\$995.00	
0	Business Email Blast	\$1,125.00	
0	Virtual LGBTQ+ Destination Webinar	\$2,495.00	
SELECT YOU	R MEMBERSHIP UPGRADES (OPTIONAL):		
O Initial Au	dit Fee for IGLTA Accreditation	\$299.00	

6) If you've been provided a Promo Code be sure to apply it before selecting on the upper lefthand side.

CHECKOUT

<u>To pay via Credit Card</u>, use the "Checkout" button then you'll have 10 minutes to enter your card details. Select Complete Transaction at the bottom of the page.

To pay via Check, Wire or ACH, select	WIRE TRANSFER	and confirm . Our accounting team will
provide you with an invoice via email.		



NEXT STEPS:

Look out for a "**Welcome Letter**" from us! This will include all the steps to activating your new benefits. If you have any questions, please don't hesitate to reach out to our <u>membership team</u>.