

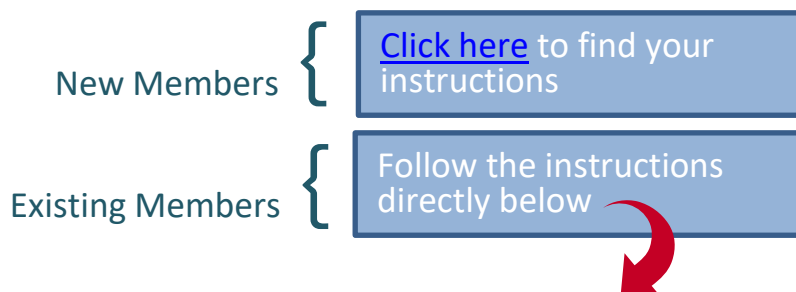


USLCA Group Discount Code Instructions

Group Name: TNLCA-TN Lactation Consultant Association

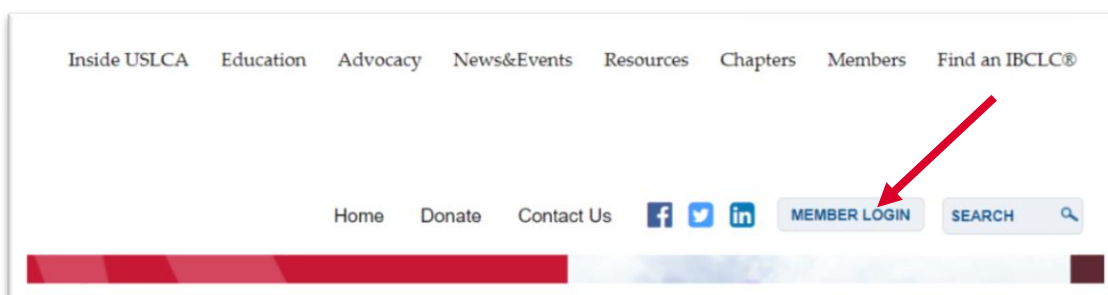
Discount Code: tnlca2020

Congratulations! A group discount code has been created for your group. Please follow the instructions below to redeem your discount code and update your member profile.



Instructions for Existing Members

1. Please log into your account here: www.uslca.org/my-account. If you do not know your password, please use the "Request Password" option located through the same link.



2. Once you've logged into your account, please review the data that populates in the fields to ensure the information is correct.

Account Profile Directory Additional History Card Sign Out

Name (First and Last)
Example Individual Profile

Mailing Address (for Clinical Lactation)
City, state/province, postal code

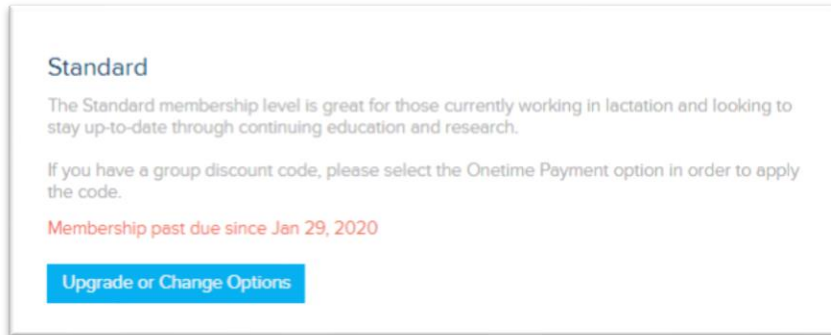
Find a Lactation Consultant Profile Address
Chicago IL 60602, US

Email
karensosa322@gmail.com

Alternate Email (not for member sign-in)

Cell Phone

3. Next, scroll towards the bottom of your “Account” tab. You should see a section that lists your previous/current membership level.



Standard

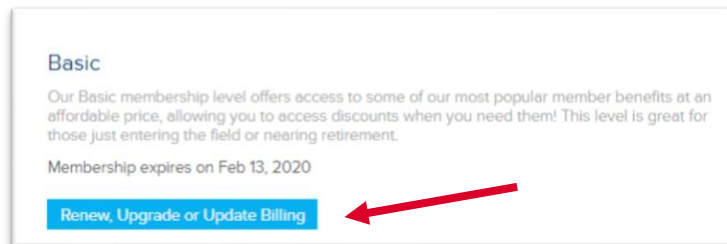
The Standard membership level is great for those currently working in lactation and looking to stay up-to-date through continuing education and research.

If you have a group discount code, please select the Onetime Payment option in order to apply the code.

Membership past due since Jan 29, 2020

[Upgrade or Change Options](#)

4. This next may look a little different for everyone, depending on your previous membership level.
- a. If you had a standard level membership last year, you should see “Standard” listed as your membership level. You **do not** need to select “Upgrade or Change Options”. Instead, continue scrolling to the payment fields below.
 - b. If you previously had a membership level other than “Standard”, you’ll need to **select the “Upgrade or Change Options” or the “Renew, Upgrade or Update Billing” button**. And, then select the “Standard” option.

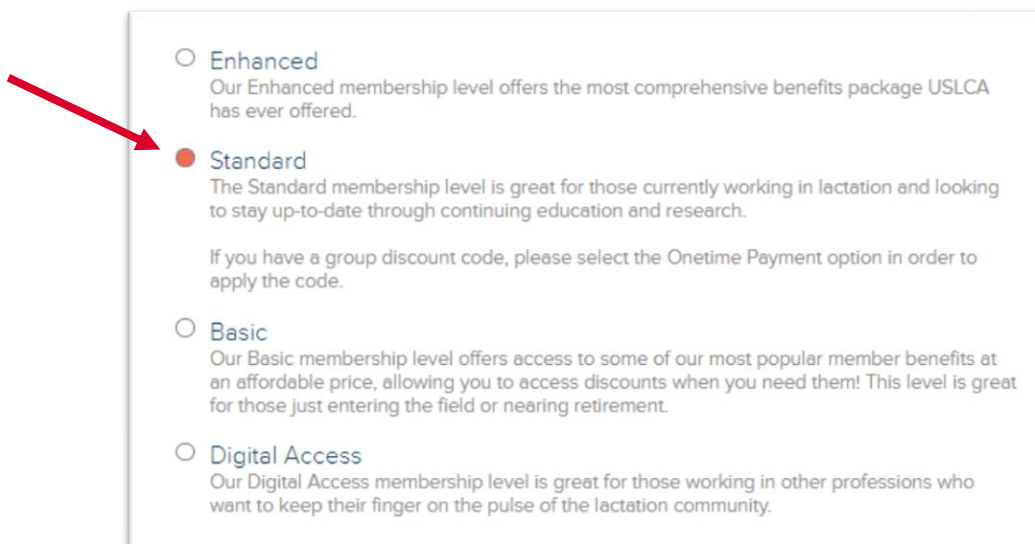


Basic

Our Basic membership level offers access to some of our most popular member benefits at an affordable price, allowing you to access discounts when you need them! This level is great for those just entering the field or nearing retirement.

Membership expires on Feb 13, 2020

[Renew, Upgrade or Update Billing](#)



- Enhanced**
Our Enhanced membership level offers the most comprehensive benefits package USLCA has ever offered.
- Standard**
The Standard membership level is great for those currently working in lactation and looking to stay up-to-date through continuing education and research.
- Basic**
Our Basic membership level offers access to some of our most popular member benefits at an affordable price, allowing you to access discounts when you need them! This level is great for those just entering the field or nearing retirement.
- Digital Access**
Our Digital Access membership level is great for those working in other professions who want to keep their finger on the pulse of the lactation community.

5. After you've ensured that your membership level is set to "Standard", scroll to the very bottom of the page. You will find payment fields to process your dues payment online.
 - a. First, change the billing frequency option to "**Onetime Payment**"
 - b. In the field labeled "**Discount Code**", enter the code you were given by your group organizer.
 - c. Click "**Apply**". You will then see "\$10 Discount Applied".
 - d. Complete the credit card payment information.
 - e. Lastly, be sure to click "**Save & Continue**" to renew your membership.

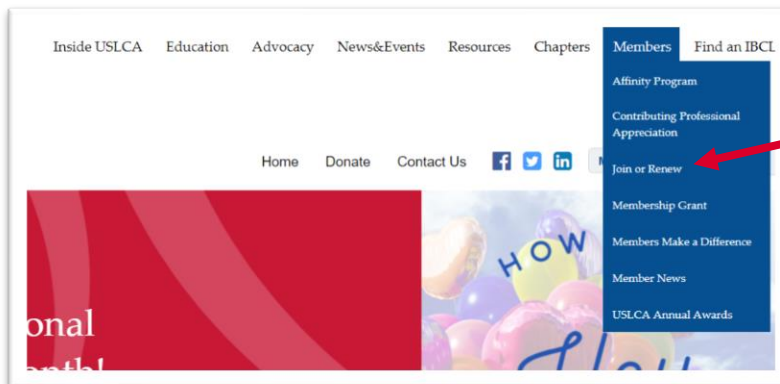
The screenshot shows a payment form with three billing frequency options: Monthly (\$9/month), Annual Recurring Billing (\$90/year), and Onetime Payment (\$90/year, \$80 payment due now for period through Jan 29, 2021). The Onetime Payment option is selected. Below this are fields for Name on card, Billing address (with sub-fields for City, state/province, postal code), and Credit/debit card number (with sub-fields for Card number and MM / YY). A Discount code field contains 'groupdiscount' and an 'Apply' button. Below the button, it says '\$10 discount applied'. At the bottom are two buttons: 'Save & Continue' (checked) and 'Skip'. Red arrows point from boxes labeled 'a', 'b & c', 'd', and 'e' to the Onetime Payment option, the Apply button, the credit card fields, and the Save & Continue button, respectively.

6. Now that you have renewed your membership, you may continue through the profile settings to optimize your USLCA profile. Be sure to click "Save & Continue" at the bottom of every page before proceeding to the next. If you would like to view a short tutorial on optimizing your profile, you can visit, www.uslca.org/individual-profile.

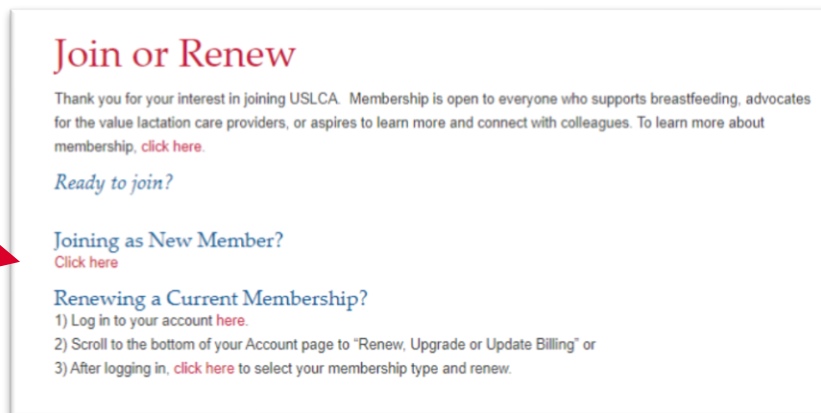
For questions, contact the USLCA office at 202-738-1125 or info@uslca.org

Instructions for New Members

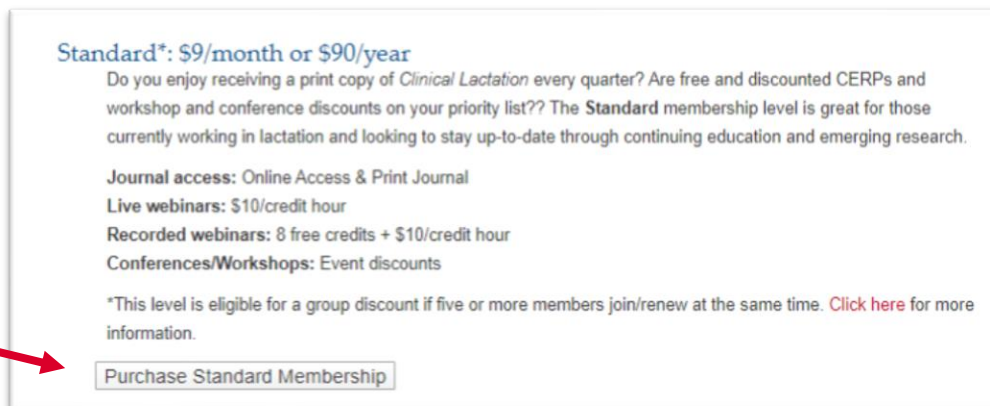
1. Visit www.uslca.org. Under the “Members” tab, select the “Join/Renew” option.



2. Click the “Joining as New Member” option.



3. Select the “Standard” membership level option.



4. Please enter your account information in the fields that appear.

Account Profile Directory Additional History Card Sign Out

Name (First and Last)
Example Individual Profile

Mailing Address (for Clinical Lactation)
City, state/province, postal code

Find a Lactation Consultant Profile Address
Chicago IL 60602, US

Email
karensosa322@gmail.com

Alternate Email (not for member sign-in)

Cell Phone

5. After completing your account information, please scroll down. You should see “Standard” listed as your membership level. Directly below this, you should see payment fields, with three different billing frequencies listed.

Standard

The Standard membership level is great for those currently working in lactation and looking to stay up-to-date through continuing education and research.

If you have a group discount code, please select the Onetime Payment option in order to apply the code.

Monthly
\$9 / month
\$9 payment due now, next auto renewal (\$9) on Mar 1, 2020

Name on card

Billing address
City, state/province, postal code

Credit/debit card number Card number MM / YY

Annual Recurring Billing
\$90 / year

Onetime Payment
\$90 / year

6. In the payment fields, please complete the following:
- First, change the billing frequency option to **“Onetime Payment”**
 - In the field labeled **“Discount Code”**, enter the code you were given by your group organizer.
 - Click **“Apply”**. You will then see **“\$10 Discount Applied”**.
 - Complete the credit card payment information.
 - Lastly, be sure to click **“Save & Continue”** to renew your membership.

The image shows a payment form with the following elements and annotations:

- a**: Points to the **Onetime Payment** radio button.
- b & c**: Points to the **Discount code** field containing "groupdiscount" and the **Apply** button. Below the button, it says "\$10 discount applied".
- d**: Points to the **Credit/debit card number** field.
- e**: Points to the **Save & Continue** button at the bottom left.

The form includes the following text and fields:

- Monthly \$9 / month
- Annual Recurring Billing \$90 / year
- Onetime Payment** \$90 / year
\$80 payment due now for period through Jan 29, 2021
- Name on card:
- Billing address:
- City, state/province, postal code:
- Credit/debit card number: Card number MM / YY
- Discount code: groupdiscount
\$10 discount applied
-

7. Now that you have activated your membership, you may continue through the profile settings to optimize your USLCA profile. Be sure to click **“Save & Continue”** at the bottom of every page before proceeding to the next. If you would like to view a short tutorial on optimizing your profile, you can visit, www.uslca.org/individual-profile.

For questions, contact the USLCA office at 202-738-1125 or info@uslca.org