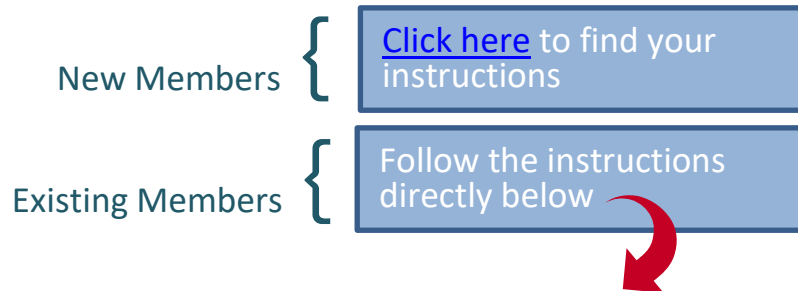


USLCA Group Discount Code Instructions



Group Name: Wisconsin Association of Lactation Consultants
Discount Code: walc2021

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

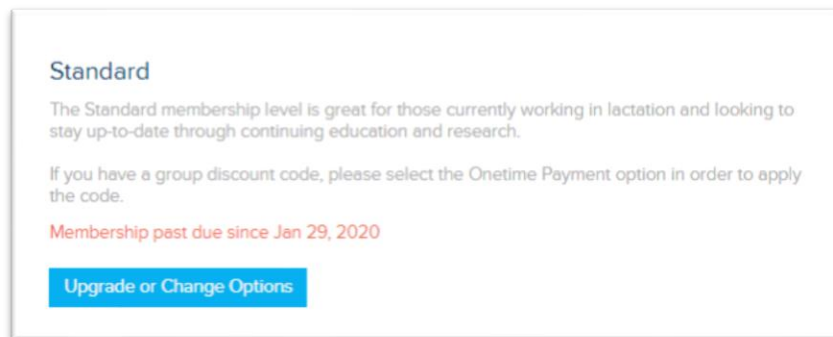
1. Please log into your account here: www.uslca.org/my-account. If you do not know your password, please use the "Request Password" option located through the same link.



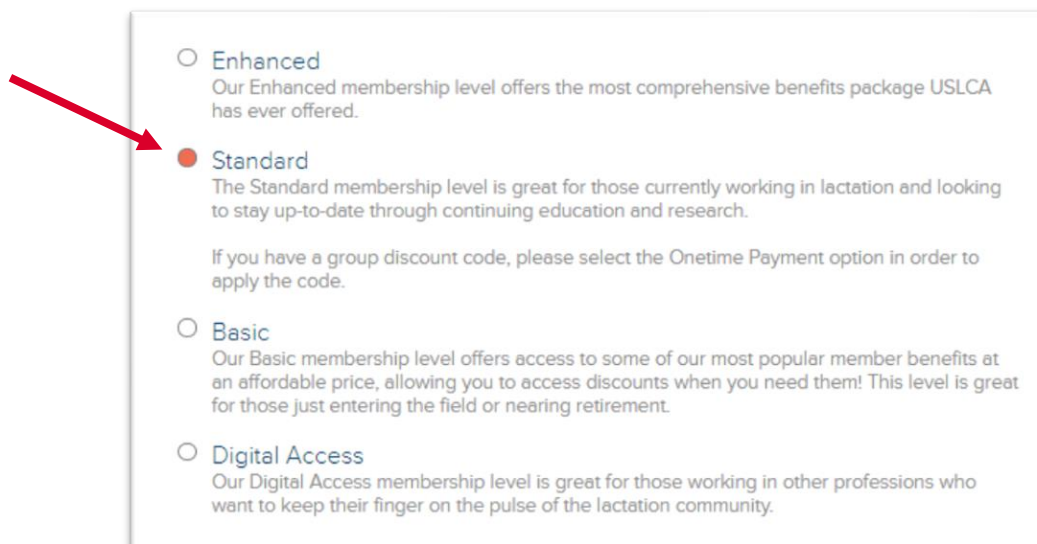
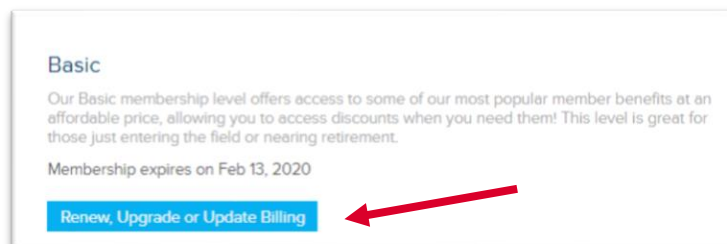
2. Once you've logged into your account, please review the data that populates in the fields to ensure the information is correct.

A screenshot of the USLCA member profile form. At the top, there are tabs for "Account", "Profile", "Directory", "Additional", "History", "Card", and "Sign Out". The "Account" tab is selected. The form contains several input fields: "Name (First and Last)" with the example "Example Individual Profile", "Mailing Address (for Clinical Lactation)" with a placeholder "City, state/province, postal code", "Find a Lactation Consultant Profile Address" with the example "Chicago IL 60602, US", "Email" with the example "karensosa322@gmail.com", "Alternate Email (not for member sign-in)", and "Cell Phone".

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



4. This next may look a little different for everyone, depending on your previous membership level.
- 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.
 - 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.



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.

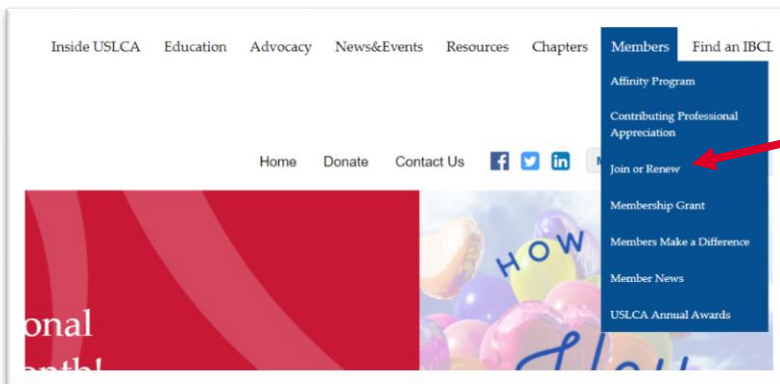
The screenshot shows a web form for selecting a membership payment option. At the top, there are three radio button options: 'Monthly \$9 / month', 'Annual Recurring Billing \$90 / year', and 'Onetime Payment \$90 / year'. The 'Onetime Payment' option is selected and highlighted with a red box. Below this, a text line states '\$80 payment due now for period through Jan 29, 2021'. The form contains several input fields: 'Name on card', 'Billing address', 'City, state/province, postal code', 'Credit/debit card number' (split into 'Card number' and 'MM / YY'), and 'Discount code'. The 'Discount code' field contains the text 'groupdiscount' and a blue 'Apply' button is next to it. Below the 'Apply' button, the text '\$10 discount applied' is displayed in red. At the bottom of the form, there are two buttons: 'Save & Continue' (with a checkmark icon) and 'Skip'. Red arrows with labels in boxes point to various parts of the form: 'a' points to the 'Onetime Payment' option; 'b & c' points to the 'Discount code' field and the 'Apply' button; 'd' points to the 'Card number' field; and 'e' points to the 'Save & Continue' button.

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.

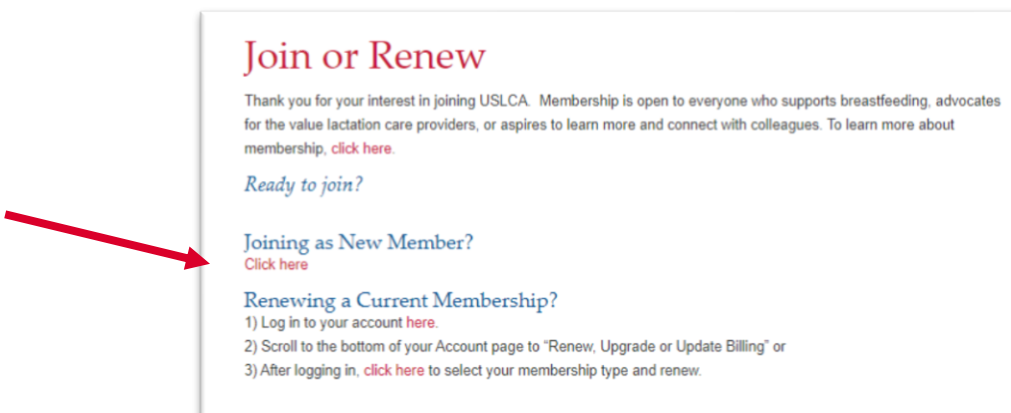
For questions, contact the USLCA office at 202-738-1125 or info@uslca.org

Instructions for New Members

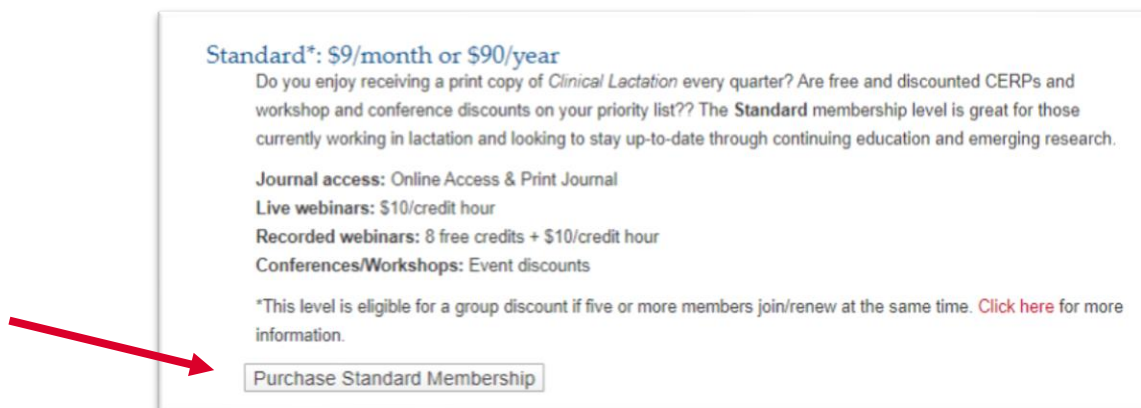
1. Visit www.uslca.org. Under the “Members” tab, select the “Join/Renew” option.



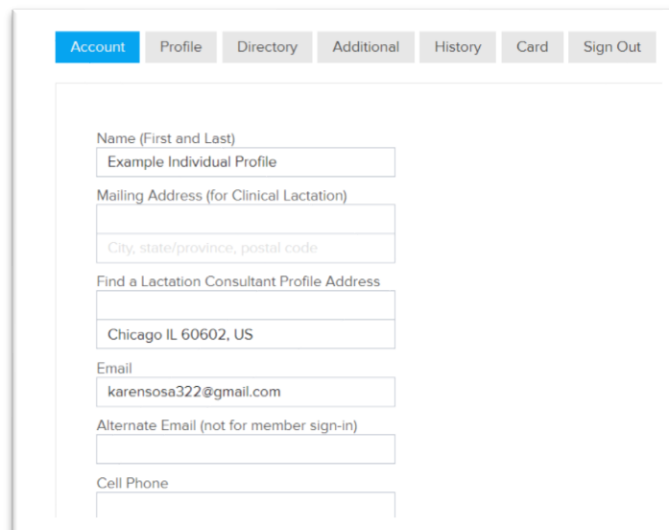
2. Click the “Joining as New Member” option.



3. Select the “Standard” membership level option.

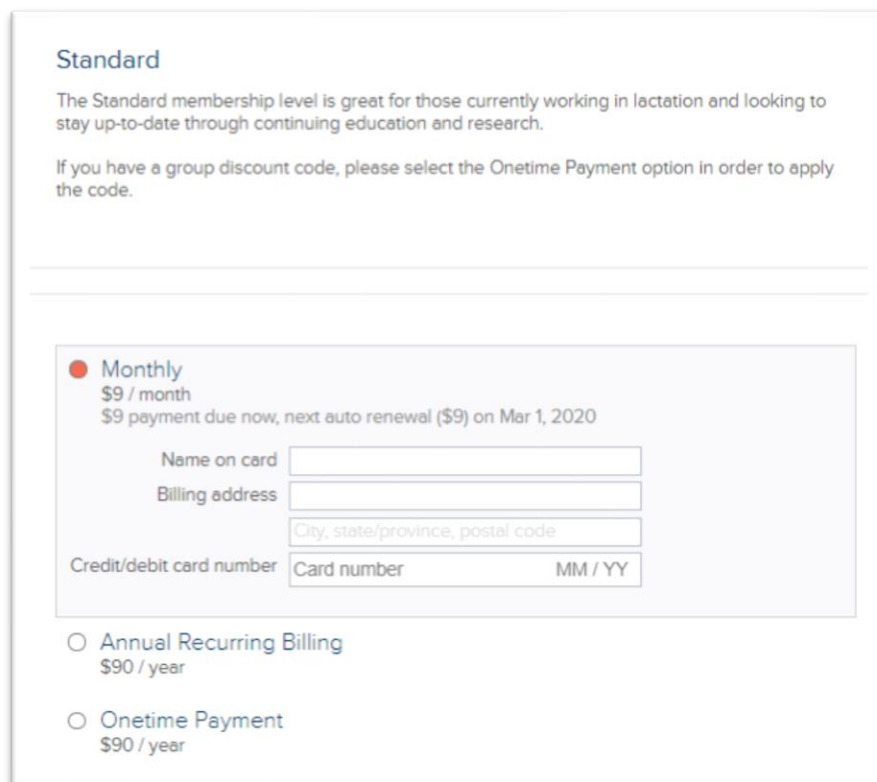


4. Please enter your account information in the fields that appear.



The screenshot shows a web form with a navigation bar at the top containing tabs: Account (highlighted in blue), Profile, Directory, Additional, History, Card, and Sign Out. Below the tabs, the form contains several input fields with labels: 'Name (First and Last)' with the placeholder text 'Example Individual Profile'; 'Mailing Address (for Clinical Lactation)' with a placeholder 'City, state/province, postal code'; 'Find a Lactation Consultant Profile Address' with the placeholder 'Chicago IL 60602, US'; 'Email' with the placeholder 'karensosa322@gmail.com'; 'Alternate Email (not for member sign-in)'; and '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.



The screenshot displays the 'Standard' membership level. It includes a description: 'The Standard membership level is great for those currently working in lactation and looking to stay up-to-date through continuing education and research.' Below this, a note states: 'If you have a group discount code, please select the Onetime Payment option in order to apply the code.' The payment section features three radio button options: 'Monthly' (selected), 'Annual Recurring Billing', and 'Onetime Payment'. The 'Monthly' option is detailed with '\$9 / month' and '\$9 payment due now, next auto renewal (\$9) on Mar 1, 2020'. Below these options, there are input fields for 'Name on card', 'Billing address' (with a placeholder 'City, state/province, postal code'), and 'Credit/debit card number' (split into 'Card number' and 'MM / YY' fields).

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 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 the options are input fields for Name on card, Billing address, City, state/province, postal code, Credit/debit card number, and Card number MM / YY. A Discount code field contains 'groupdiscount' and an 'Apply' button. Below the discount code field, it says '\$10 discount applied'. At the bottom are two buttons: 'Save & Continue' and 'Skip'. Red arrows and boxes with letters point to specific elements: 'a' points to the Onetime Payment option; 'b & c' points to the 'Apply' button; 'd' points to the Card number field; and 'e' points to the 'Save & Continue' button.

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