Corporate Membership Packages
Step by Step Set-Up Guide

STEP 1: Visit [www.acmpglobal.org](http://www.acmpglobal.org) and click on “Membership” from the main menu and then “Join Now.” Scroll to the bottom of the page and click on your region. Either “North America” or “Non North America.”

STEP 2: Create your username and enter your First and Last name and select a chapter. Then click the “Continue” button.

*The chapter you select at this step will be the chapter that you are individually a part of, not the chapter that all of your sub-accounts will be a part of. Each member of the Corporate Membership Package will have the option to join a chapter and will need to do so from their profile.*

STEP 3: Select the Corporate Membership Package that accommodates the number of sub-accounts you will have. Then click the “Continue with the selected membership” button.
STEP 4: Enter your profile information. This will create YOUR profile under the Corporate Membership Package. Then click the “Submit” button.

*Each sub-account will have the opportunity to create their own profile once they receive your invitation. If you are inviting sub-accounts who are already members of ACMP, their profiles will carry over from their personal profile to this new corporate package.

STEP 5: Disregard the “Group Membership” section as you have already chosen your chapter. Scroll to the “Billing Information” section and enter your billing information and address.
STEP 6: Enter your billing information and credit card number and click the “Submit Securely” button.

You have now successfully registered as an ACMP Corporate Membership Package!
Corporate Membership Package
Setting Up Sub-Accounts

Now that you have created the “Master” profile, you can invite your colleagues to join your Corporate Membership Package. This is done by invitation.

STEP 1: If you are not logged into your account, please log in and then click on “Manage Profile.”

From the ACMP Home Page you access “Manage Profile” from the top right corner.

From any other ACMP website page you can also use these buttons but when on the Home Page, you can only access your profile via these buttons in the top right hand corner.

STEP 2: In the “Information & Settings” section, click on “Sub-accounts.”
STEP 3: Invite your colleagues to join the Corporate Membership Package. You may either copy and paste the “Direct Link” and email it to your colleagues or you may enter individual email addresses and click the “Send Invite” button.

Please note that the Direct Link expires after 30 days. If you have a sub-account that does not use the link that you send within 30 days, click the “(get a new public link)” text to get a new link and email it.

At the bottom of this page you can also see your sub-accounts to find out who has accepted the invitation and created their profiles.