HOW TO UPGRADE YOUR MEMBERSHIP FROM A NON-MEMBER TO FULL, STUDENT, OR AFFILIATE

STEP ONE

After you Login, on the right hand side you will see My Profile options like the picture below. Select Manage Profile.

STEP TWO

Now select the “Membership” option as seen below.

STEP THREE

Now select “Upgrade you membership” as seen below.
STEP FOUR

It will bring you to a page titled *Edit My Member Profile*, that will allow you to review your information and update as needed. After you have finished updating scroll to the bottom of the screen and click the *Save Changes*.

STEP FIVE

At this point is where you will choose your new member type. Choose your new member type from options listed:

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Member</td>
<td>$63.00</td>
</tr>
<tr>
<td>Full Member</td>
<td>$160.00</td>
</tr>
<tr>
<td>Affiliate Member</td>
<td>$160.00</td>
</tr>
</tbody>
</table>

STEP SIX

Scroll down and fill out your *Billing Information* and your *Payment Information*. Then click *Submit Securely* at the bottom of the page.

STEP SEVEN

Your membership has now been updated if you have chosen *Affiliate* membership.

If you are a Full or student member please click on *Manage Profile* on the right hand to update your profile one last time in order for your membership to be validated.

STEP EIGHT

Then click on *Edit Bio* as seen below.
Under *Professional Information*, you will need to enter either:

**2 publications**

- *Publication 1* *(Not visible in profile)*
  
  Please list one of your articles published in a peer-reviewed journal. Required for Full Members if no funding source(s) listed. If not applicable, fill N/A.

- *Publication 2* *(Not visible in profile)*
  
  Please list one of your articles published in a peer-reviewed journal. Required for Full Members if no publications listed. If not applicable, fill N/A.

**or a Funding Source Related to Autism Research**

- *Funding Source Related to Autism Research* *(Not visible in profile)*

  Required for Full Members if no publications listed. If not applicable, fill N/A.

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**FOR STUDENT MEMBERS**

Under *Additional Information*, fill out *Major/Department, Advisor/Mentor, and Program or Position Completion Date* as seen below:

- *Major/Department* *(Not visible in profile)*

  - (Select All/None)
  - Not Applicable
  - Child and Adolescent Psychiatry
  - Clinical Psychology

  The major course of study, or department in which the student is currently working/studying.

- *Advisor/Mentor Name* *(Not visible in profile)*

  Please list mentor/advisor required for Student Members. If not applicable, fill N/A.

- *Program or Position Completion Date* *(Not visible in profile)*

  Required for Student Members. This is the date of scheduled completion of this coursework/certificate/degree program.

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**FOR STUDENT MEMBERS PT. II**

Lastly, Student applicants **must upload** an [INSAR Student Eligibility Form](#) once it has been completed by the student's advisor/mentor. The procedures to upload the form can be [found here](#).