Institutional Membership with ICA
To learn about group membership pricing: https://www.icahdq.org/page/group

**Institutional Membership:** A university department can join ICA as an Institutional member (please note that libraries are ineligible for membership). The membership consist of one primary "Point of Contact", typically the department chair, and additional institutional members in groups of five, ten or fifteen additional institutional members. Universities that do not pay or reimburse for individual faculty association memberships may take advantage of the Institutional membership as a group membership. The Point of Contact is responsible for maintaining additional faculty to be associated with the membership. The department is billed for all members on one combined invoice. Each associate is treated as a full member of ICA with individual privileges and their own unique member ID# and password. All receive their own online journals including past issues, gain access to the members-only section of the website and enjoy a reduced rate for our annual conference. We highly recommend Additional Institutional Members be limited to department faculty and should not include any students. Any student listed on an institutional membership will be subject to the institutional member rates for membership dues and conference registration (which are substantially higher than the individual student membership type rates).
These steps should be completed by (or on behalf of) the person designated as the Point of Contact for the Institutional Membership.

1. Go to the ICA Website: www.icahdq.org

2. If you have an existing profile and are automatically signed in with your existing individual membership, sign out. You need to create a new profile separate from any individual membership to create a new institutional membership account.
3. Go to: https://www.icahdq.org/general/register_member_type.asp to create a new member profile for the point of contact, select “Institutional Member” & then “continue”
4. Confirm that you wish to become an institutional member by selecting “accept this membership and continue”.

Please note, our system does not update pricing for different tiers or additional members until after your profile is created and a country selected. This page only reflects Tier A pricing (for point of contact only). Pricing will adjust during the billing portion to the tier associated with the country you register, as well as any additional members being purchased.
5. Enter a new username (unique from any used for an individual membership type).
6. Enter the Organization Name
7. Select “Continue”
8. Complete the Member Information for the primary account Point of Contact (POC)— You are required to:

✓ Create a Password (following the requirements listed)
✓ Confirm an email address for the POC
✓ Enter the POC Full Name, gender, organization, country, location (state, province, etc.),
✓ Under additional information, you must select the region, the number of Faculty members (this is where you indicate how many additional institutional members you wish to have and lastly, the POC’s degree.

9. Select “submit”
10. Select a division or interest group for the Point of Contact, at least one is required.
11. Complete the billing information associated with the credit card being used for payment.
12. Complete the credit card information.
13. Select “submit securely” to process your payment.

This is where the grand total is reflected (with adjusted tier pricing and any additional members)
14. Once payment has processed, you may add the additional faculty associated with the Institutional Membership. To do so, go to your profile and select “Sub-accounts”
15. You may add up to 5, 10 or 15 additional members based on the number of “seats” (i.e. additional institutional members) you purchased. To do so, enter the email addresses of the additional members you wish to include on the Institutional Membership, they will be sent an invitation from our system to create a new profile to be associated as a “sub-account” with the institutional account.