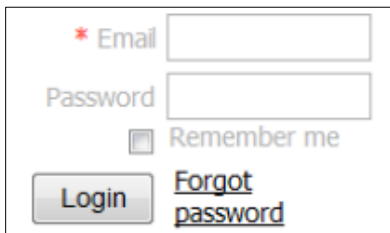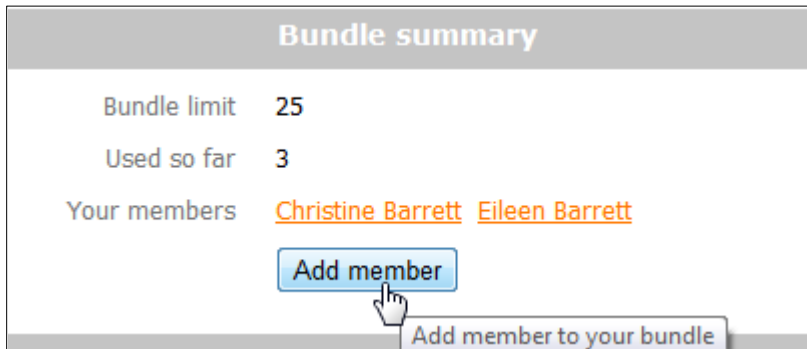# Group Membership Instructions

The member who fills out the corporate membership application becomes the "administrator" for the group/organization and will be able to add additional members, transfer memberships and renew the membership.

1. The membership application form can be found under the "Join Us" menu, submenu "Group Membership Application".

2. The application will only be populated with the administrator information. When complete the administrator will receive an email with login information to the atdchi.org website.

3. Once the payment is paid in full then the administrator will login to the website and click on **view profile** in the upper right hand corner.

4. On the profile page, under the "Bundle summary" section click on "Add member".

5. You will be routed to the application form for individual members, but only need to fill out minimal information for the group members.

   Note: You must include the Email address even though the field is not mandatory.

6. The additional group members may login later to view their profiles and update with specific information if desired.

Questions or issues: email us at admin@atdchi.org or call the phone number on the home page.