

Steps for Paying the Team Listing Fee Online

Getting Started

1. Are you currently listed as a team coordinator or team leader on the team?
 - a. YES
 - i. Proceed to step 2.
 - b. NO
 - i. You do not have permissions setup in the system to pay the team listing fee online. Ask someone who is listed as the team leader or team coordinator to perform this task and follow these directions. If you are a new team leader or team coordinator, [contact the National Office](#) about getting permissions.

Logging in to the Team Profile Page

2. Go to <http://mx.acpa-cpf.org/MYACPA/MyTeams.aspx> and login with your ACPA credentials.
 - a. If you are not sure or you forgot your login, go to: <http://mx.acpa-cpf.org/SignInHelp.aspx>
3. Do you see a screen similar to the one below?
 - a. Yes
 - i. Under My Teams, click the row containing your team (highlighted below).
 - ii. If your role is not labeled as a "team leader" or "team coordinator" on the page below, you do not have permissions setup to renew the team listing online. Otherwise, proceed to next step.
 - b. No
 - i. If not go to: <https://mx.acpa-cpf.org/MYACPA/MyTeams.aspx>
 - ii. Under My Teams, click the row containing your team (highlighted below).
 - iii. If your role is not labeled as a "team leader" or "team coordinator" on the page below, you do not have permissions setup to renew the team listing online. Otherwise, proceed to next step.

Meetings

My Registrations

Manage Profile

My Teams

Membership

My Shopping Cart

My Teams

View Team Information and Roster

My Teams	My Role	My Status
Team ACPA	Team Coordinator	Current (Active)

- After clicking the row containing your team, scroll to the bottom of the page. You should see the screen below. Click the team name hyperlink (highlighted below):

Team Information

Additional Team Member Detail

Team	Team ACPA	Team Category	CPT, CFT
Team Member	Mallis, Erin	Team Phone	919.933.9044
Team Role	Team Coordinator	Team City	Chapel Hill
Team Member Status	Current (Active)	Team State	NC
Started Participation	07/01/2015	Team Country	US
Ended Participation		Listed Team	No
		Age Range	

- You will be taken to your team's profile page.

Pay Team Listing Fee

- Scroll to the bottom of the page and click the "Pay Team Listing Fee" hyperlink to proceed.

ACPA Approved Team Listing Fee

[Pay Team Listing Fee](#)

- On the next page, click "Confirm Team Renew" hyperlink (highlighted below).

- [Meetings](#)
- [My Registrations](#)
- [Manage Profile](#)
- [My Teams](#)
- [Membership](#)
- [My Shopping Cart](#)

Please click on the "Confirm Team Renew" hyperlink below. Select Start Team Renew: Yes. Click the "Save" and then the "Next Step" button to proceed to the shopping cart.

	Renewing for	Person Paying Team Renewal	Confirm Team Renew
Confirm Team Renew	Team ACPA	Mallis, Erin	No

Non-Member

8. A box will pop up (see below). Select "Yes" next to "Start Team Renew" and click "Save."

Team Renewal Information

Team being Renewed

Team ACPA

Team Member Paying for Renewal

Mallis, Erin

Please confirm that you would like to renew the Team membership.

Start Team Renew *

Yes No

Save Cancel

9. On the next screen, click the "Next Step" button (highlighted below):

[Meetings](#)

[My Registrations](#)

[Manage Profile](#)

[My Teams](#)

[Membership](#)

[My Shopping Cart](#)

Please click on the "Confirm Team Renew" hyperlink below. Select Start Team Renew: Yes. Click the "Save" and then the "Next Step" button to proceed to the shopping cart.

	Renewing for	Person Paying Team Renewal	Confirm Team Renew
Confirm Team Renew	Team ACPA	Mallis, Erin	Yes

Thank you for your confirmation.

Please click on the button below to move to the next step.

[Next Step](#)

10. You will be redirected to the shopping cart (as seen below). Make sure the billing address is filled out based on your credit card's mailing address (click "change button" as seen below if billing address is incorrect) and click "Complete My Order" button.

Shopping Cart Complete My Order

BILLING

Bill To
Miss Erin Mallis

Billing Address
Mallis, Erin
1504 E Franklin St
Chapel Hill, NC 27514-2820
US
919.933.9044

Bill To E-mail
erin.mallis@acpa-cpf.org

CHANGE

ORDER SUMMARY

Purchase Subtotal	\$185.00
1 Item selected	
Shipping and Handling	\$0.00
Sales Tax	\$0.00
Tax Exempt number	
Order Total	\$185.00

Clear Cart

Cart Items

Items		+ CONTINUE SHOPPING	↻ APPLY PROMO/QTY
Modify	Promotion Code	Item Description	Item Price
<div style="background-color: #003366; color: white; padding: 2px; width: 20px; text-align: center; margin: 0 auto;">x</div> <div style="background-color: #003366; color: white; padding: 2px; width: 20px; text-align: center; margin: 0 auto;">x</div>	<input style="width: 50px;" type="text" value="Promo code"/>	Team Listing Fee <div style="display: inline-block; border: 1px solid #ccc; width: 30px; text-align: center; margin-left: 10px;">1</div>	\$0.00 \$0.00 \$185.00
<div style="background-color: #003366; color: white; padding: 5px; width: 40px; text-align: center; margin: 0 auto;">VIEW</div>			


11. Enter payment information and click "Enter Payment" button. You have finished paying the team listing fee. A receipt will be emailed within one to two hours to the team listing email.

Place My Order

*** Payment Information**

Credit Card:

Card type: VISA Payment - Fee 3.5%



Card Number:

Expiration Date: 1-Jan

2019

Name on card:

Verification #:


Street: 1504 E Franklin St Ste 102

City: Chapel Hill

State: NC

Postal Code: 27514-2820

The amount to be charged to your credit card is: \$186.30

SECURED BY


Enter Payment Cancel