

How to Become a Member

This document provides instructions on how to become a local chapter member for the IIBA Minneapolis St Paul Chapter. It's just 3 Easy Steps:



1. Purchase IIBA International Membership

Visit the [IIBA International site at iiba.org](http://iiba.org). Click on membership to purchase your IIBA International membership. Upon completion of the process you will be emailed your IIBA Membership number. Keep that number handy – you will need it to purchase Local Chapter Membership. Please retain your receipt.

2. Purchase Local Chapter Membership

Visit iibamp.org and click on the membership link or [click here](#) to visit the page directly. Steps for purchasing a new local chapter membership:



Follow the online instructions for completing the application. An IIBA International Membership number is required. Remember your email address – this will be used to login to the local chapter site. The IIBA International site and the local chapter site do NOT synch login ids and passwords. Please retain your receipt. An email confirmation and receipt will be sent to you upon successful payment. Your membership will be put in a **pending status** until international IIBA confirms your membership purchase.

3. Membership Approval

Your membership will remain in a **pending status** until international IIBA confirms your membership purchase. This process can take 30-45 business days to complete. While your membership is in a pending status you will NOT be able to login to access members only benefits. If you have questions about your membership status, please contact our [membership team](#).

When your international IIBA membership is confirmed, an email will be sent to welcome you as a new member. The email will contain instructions on logging into the site and resetting your password. Be sure to follow the instructions in the email on resetting your password by clicking the “Forgot User ID / Password” link on the login screen. The system will ask you for the email address you used to purchase your local chapter membership.