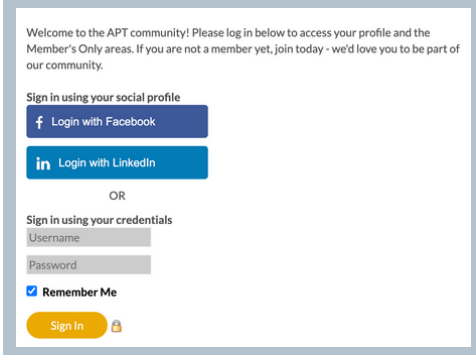
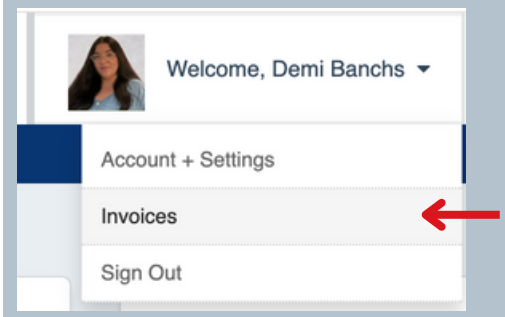
1 Navigate to: https://www.a4pt.org/login.aspx

2 Log into your APT account

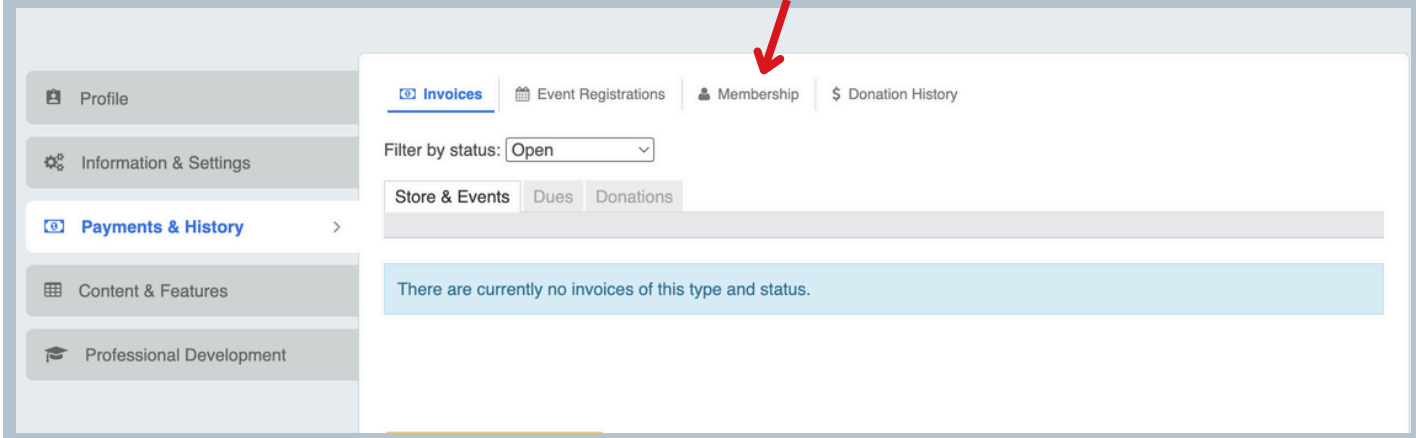


3 Click the **drop down arrow** located **to the right** of "Welcome, *your name*"

4 Click the **invoices** option

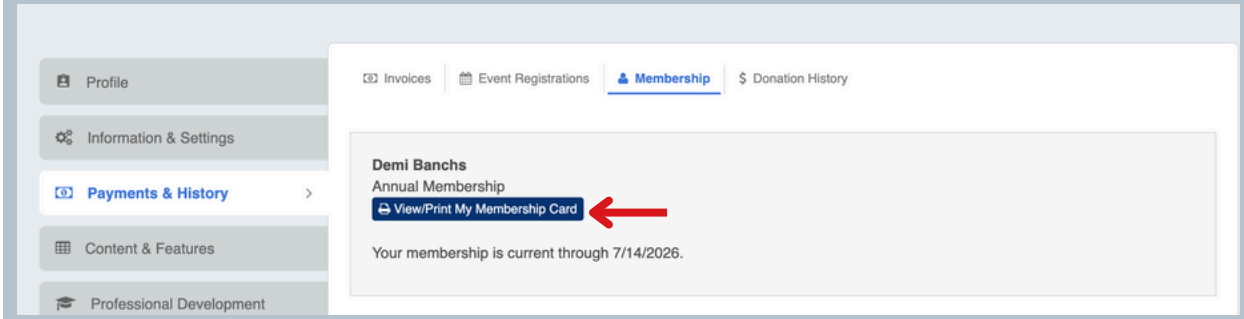


5 Click the **membership** tab



6

Click **view/print my membership card**

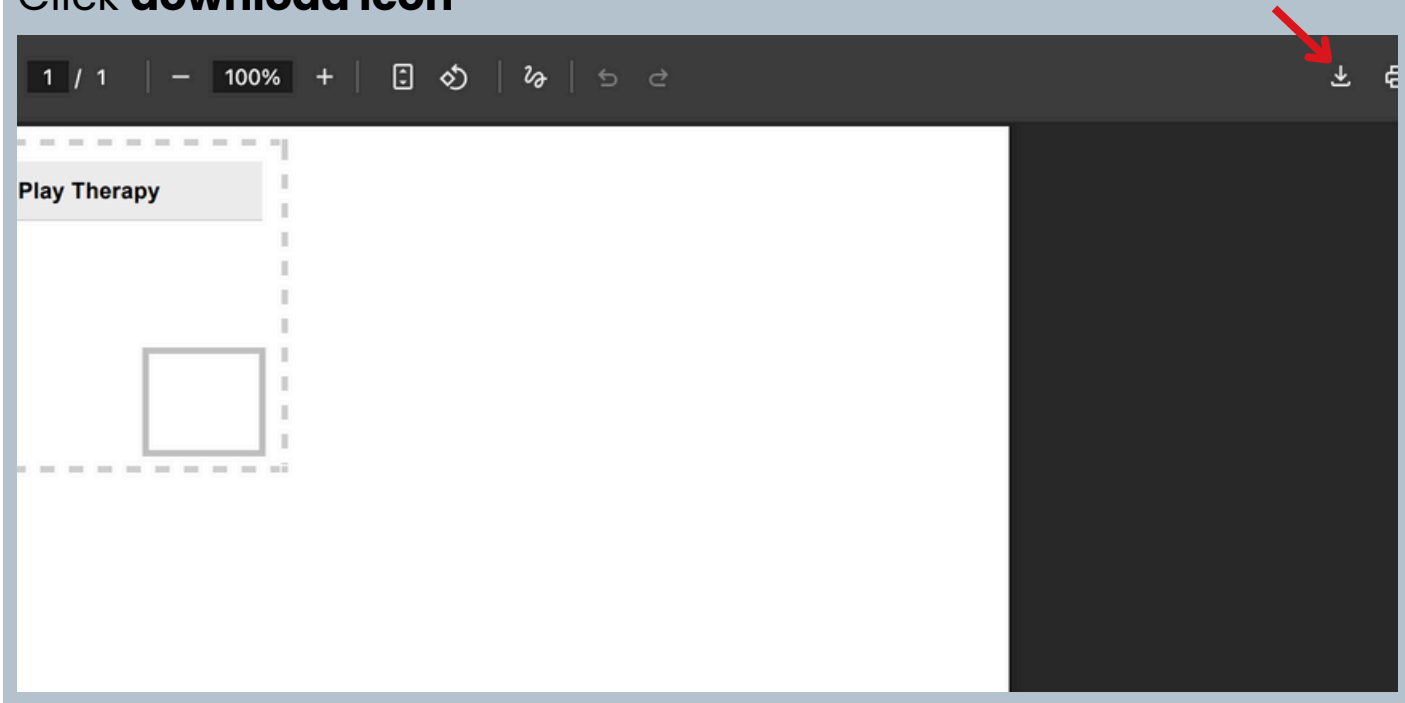


7

Click **print**

8

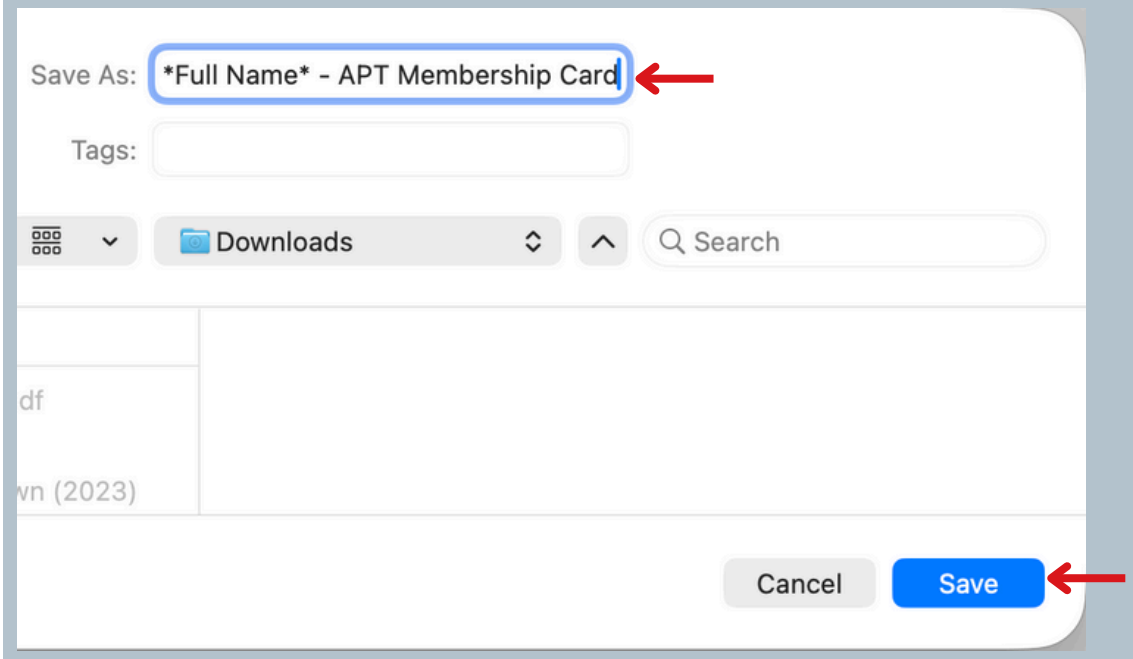
Click **download icon**



9

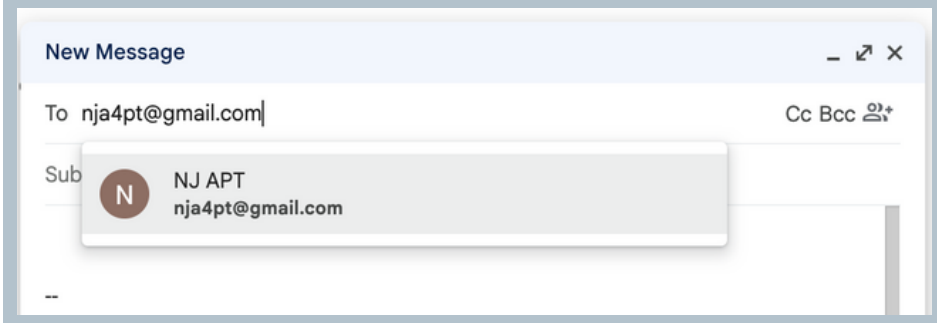
Save as ***Your Full Name* - *State Branch Abbreviation* APT Membership Card**

Example: "Demi Banchs - NJ APT Membership Card"



10

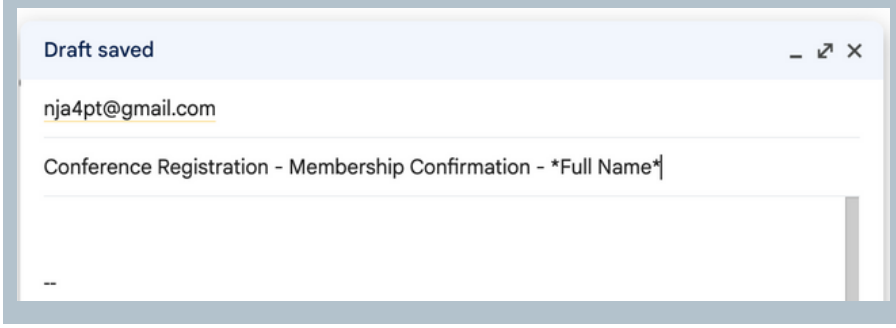
Compose new email to **nja4pt@gmail.com**



11

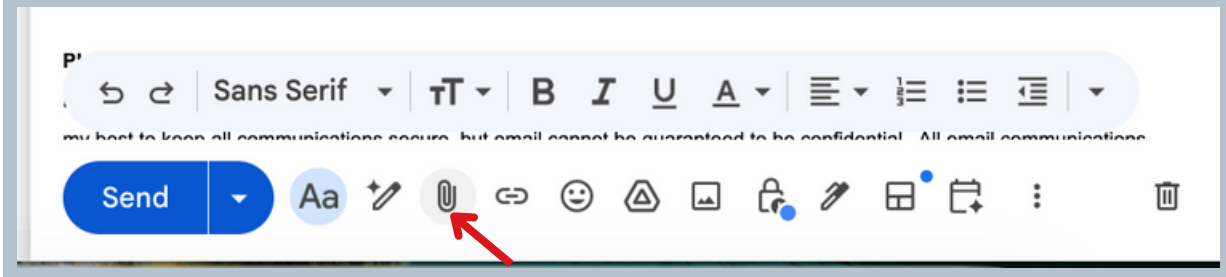
Type into subject line **Conference Registration - Membership Confirmation - *Full Name***

Example: Conference Registration - Membership Confirmation - Demi Banchs



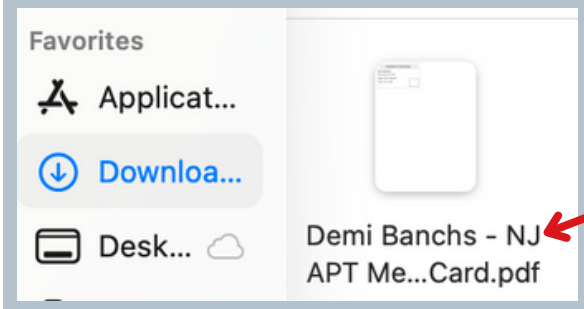
12

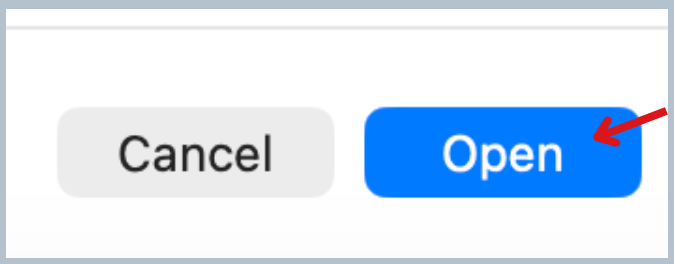
Click **Attach Files** Icon



13

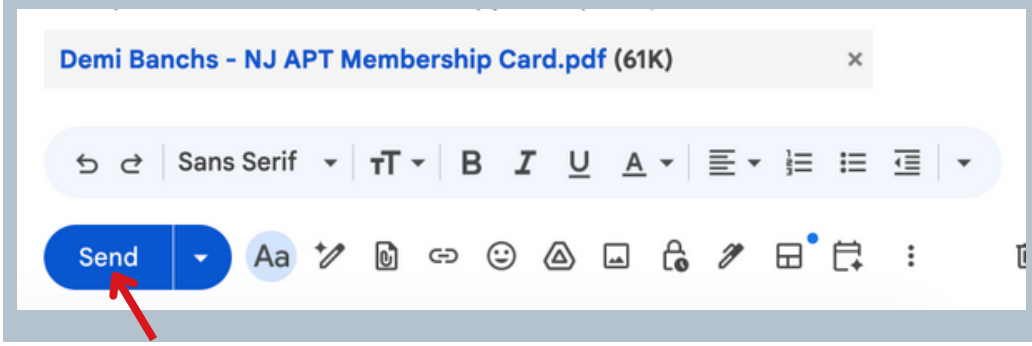
Click the **file** in your downloads & then click **open**





14

You should now see the attachment at the bottom of the email. Once you see this, you can click **send**.



You've now completed the steps required to submit your proof of APT Membership! Congratulations!

We look forward to seeing you at the conference.