

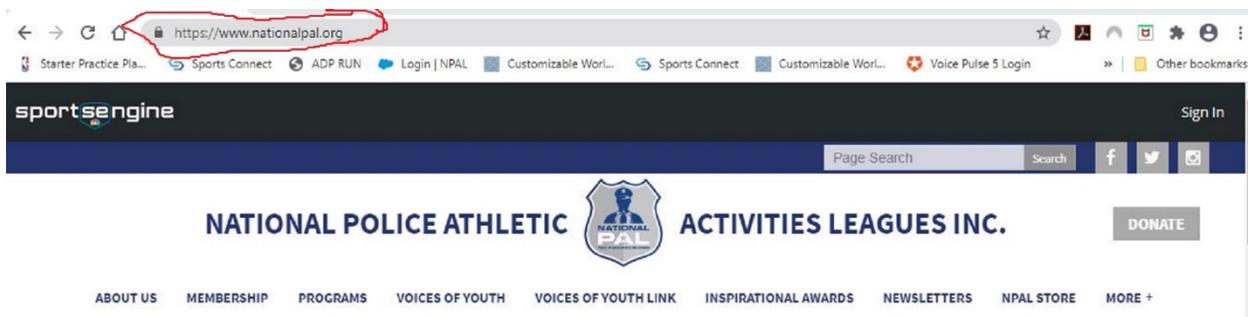
MEMBERSHIP REGISTRATIONS INSTRUCTIONS

Please use the following instructions to help you complete the membership registrations if you have any questions please contact me at john.stevens@nationalpal.org or call me at 908-596-8504.

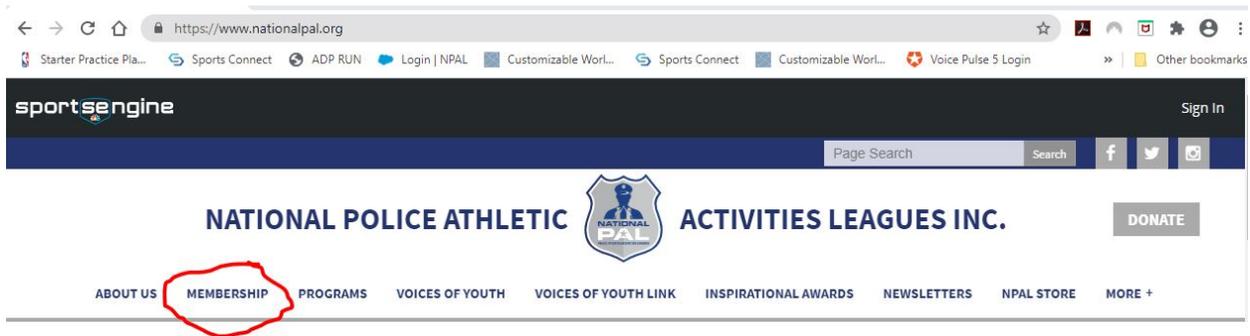
IMPORTANT!!

Make sure to use your pal name for First Name and Last Name. Also use a PAL email address instead of your personal one if possible. (ex. **First Name:** National **Last Name:** PAL **Email:** Copsnkids@nationalpal.org)

1. Go to **Nationalpal.org**



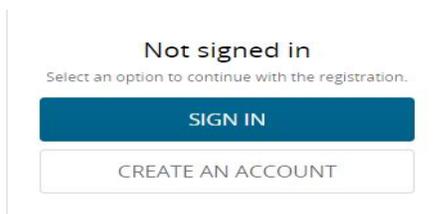
2. Click on the **Membership Tab**



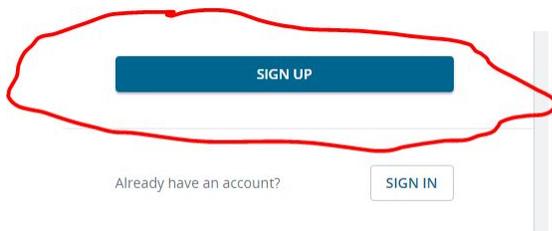
3. Scroll down and click on **Apply For Membership**



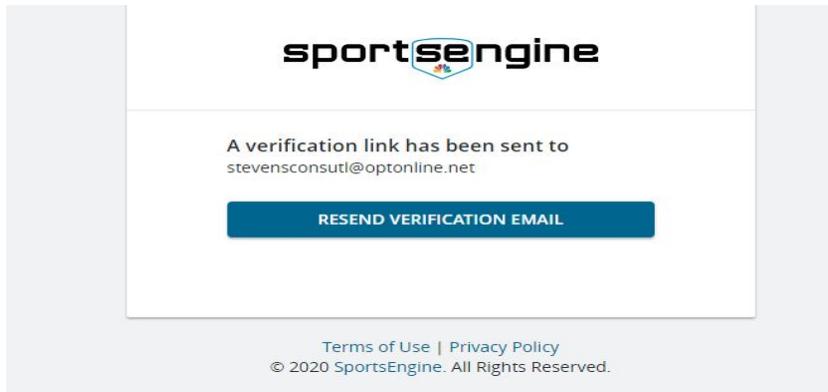
4. Click **Create Account**



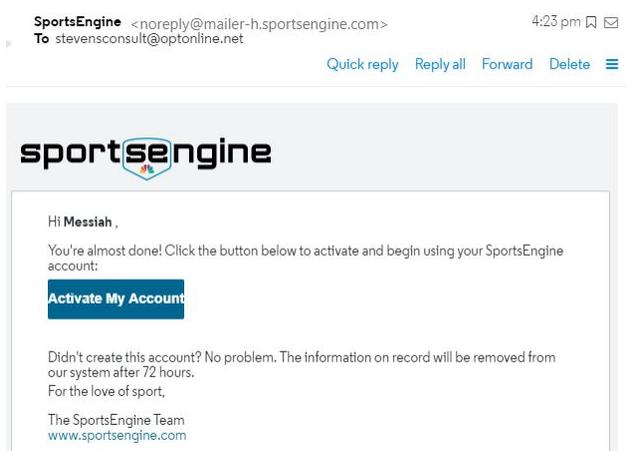
5. Complete form and click **Sign Up Button**



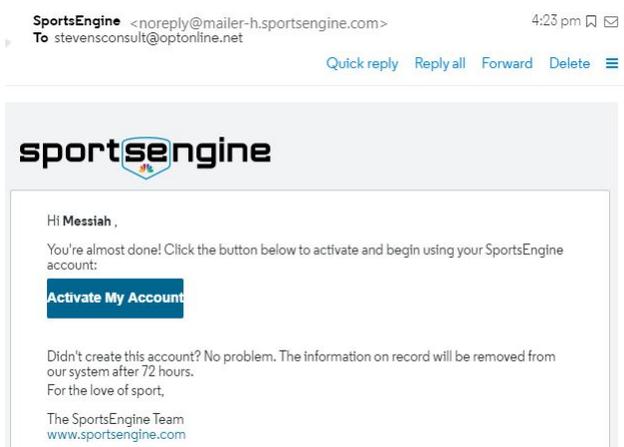
6. The following screen will appear when you click **Sign Up Button**



7. Retrieve the **Verification Email** from your email (example below)



8. Click on **Activate Button** in the email



9. The **Activate Button** will take you back to continue

National Police Athletic/Activities Leagues, Inc.
Membership

✓

🕒
Logged in successfully

Who Are You Registering?

SELECT THE PERSON YOU ARE REGISTERING

Messiah PAL (self)

CONTINUE

Click on the **Continue Button** and complete all questions (you will need the following to complete the application):

EIN # (federal id number)

Duns Number (if you have one)

Sam.gov status (if you have one)

3 Documents (501C3, ByLaws, Chief's Letter)

Logo if you desire to upload

Click Continue

Before Checking out you can edit your answers on the Review Page

Check out button

Choose Payment method (Credit Card, ACH, or Mail Check)

10. Hit the **Review Button** when questions complete

If you miss a questions (note that if there is an error you will have to reload your documents)

Registration: *

Membership Fee (\$600.00)

REVIEW

11. Click **Continue Button** after you review your answers

Review

YOUR REGISTRATION IS ALMOST COMPLETE...

Please Review the information below. Click "Edit" to return to a specific page and make changes. This Registration is not complete until you successfully submit payment on the following pages.

Messiah PAL [Delete Entry](#)

INFORMATION [Edit](#)

Full Chapter Name	Messiah PAL
Is your Chapter New or Returning	Returning
In what Region is your Chapter located	Region 6: DE ME NJ PA WV VA DC
Primary Contact First Name	Barry
Primary Contact Last Name	Bonds
Primary Contact Title	Executive Director
Primary Contact Email	hello@optonline.net

12. After review of page click **Continue Button** at bottom of page of the above picture

13. Pick the method of payment by using the circled **Payment Options** box below

Shopping Cart

To change your order, edit your answers by selecting edit on the Review page.

Please note that Membership fees are \$650.00 and not \$600 as shown in example below

QUANTITY	ITEM	PRICE	TOTAL	PAYMENT OPTIONS	DUE NOW
1	Membership	\$600.00	\$600.00	<input type="text" value="Pay in Full"/>	\$600.00
	Processing Fee		\$19.00		\$19.00
	TOTAL DUE		\$619.00	DUE NOW	\$619.00

CHECKOUT

Any questions please contact me John Stevens by email at john.stevens@nationalpal.org or by phone at 908-596-8504