<u>Step 1</u>: Visit <u>afa1976.org</u> and clock on 'LOG IN' in the top right corner of our page.





<u>Step 2</u>: Log in to FSCentral using your FSID login. If you have already claimed and are using a pre-existing FSID login, please log in with that email address and password. If you have yet to claim your FSID, please click the appropriate link on the login page and follow the steps outlined to claim your FSID, which will include submission of the appropriate information, an email verification, and a password reset. If you are having technical difficulties logging in, please click the appropriate link on the login page.





## <u>Step 3:</u> Click on the tile with the AFA logo.





<u>Step 4</u>: Click on the 'Purchase AFA Educational Partner Membership' tile. Before you click, a few notes:

- 1. If you are listed as the primary contact for your organization in FSCentral, your organization/company/non-profit will show up to be selected, and you are able to complete the Educational Partners registration.
- 2. If you are not listed as the primary contact for your organization in FSCentral -OR- if you have not previously registered as an Educational Partner, please email <u>info@afa1976.org</u> with the following information:
  - a. The name of your business/organization/non-profit;
  - b. The name and email of the primary contact.

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<u>Step 5</u>: Authenticate your FSCentral email. If you are listed as one of the primary contacts, your organization should emerge as choosable from a pick list.

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<u>Step 6</u>: Complete the 'Educational Partner Purchase & Renewal Form. Please be prepared with the following information:

- Organization Contact Information Including name, address, logo, and company description.
- Other Organization/Company Members Including all others (names and emails) who may be listed as primary contacts for the organization.
- Service(s) Type Selection of all the services you may offer to AFA members and stakeholders.

After you complete the Educational Partners Purchase & Renewal Form, please choose the correct amount of package Affiliate memberships, and complete your purchase.

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<u>Step 7</u>: The correct amount of coupon codes for bundled Affiliate memberships will be provided to you in your purchase confirmation email. Please distribute those codes to the appropriate members of your team so they can complete their membership registration through their own personal membership portal.

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*Step 8:* Complete your AFA membership registration transaction using the associated coupon code.

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