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 908-956-8504.

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

![National PAL Website](https://www.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

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

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