

Processing Institutional Memberships Online

Click on the “Membership” link at the top of the page.

Choose “I” – Institutional membership.

Complete the information on the form. Items marked with an asterisk (*) are required fields.

Name fields: Name of the person who will receive mailed materials (usually the musician or pastor). This includes our journal (CrossAccent) and newsletter (Grace Notes).

Login: Create one login ID that will be used by everyone accessing the Members Area of the web site.

Password: Create one password that will be used by everyone accessing the Members Area of the web site.

Address line 1: Church name

Address line 2: Street address

Phone: Church phone number with area code

Email: Email address of the person who will receive email notices (usually the musician or pastor).

Enter any other information you wish. There is no need to duplicate the church information in the second part of the form.

Press “Save and Continue”

Enter credit card information and save.

An email will be automatically sent to the email address listed verifying the data entered. A short time later an email will be sent with instructions for accessing the Members Area. A new member packet of materials will be sent to the church to the attention of the person listed in the name fields.