



## Instructions to Join Online

1. [Create a User Account](#) (*Use your business email address, in all lower-case, as your login name.*)
2. You will be emailed a login code. Use this to proceed to Account Creation.
3. Input your individual user data (name, telephone, address, etc.) and click NEXT at bottom of the page.
4. The system will ask if you are affiliated with a company. Begin typing your company name.
  1. If your company populates this field, click NEXT
  2. If your company does not populate this field, select MY COMPANY DOES NOT APPEAR button and enter the required company data. When complete, click NEXT at bottom of page.
5. Create your company profile including the number of your company's full-time employees. This determines your dues category.
6. You will be given the option to purchase membership Add-ons.
7. Add your membership to the Cart and Check-out.
8. Welcome to the NJBIA family of companies!

If you already created a user account, but did not create a company account, or if you have any questions, please contact us at 609-393-7707, ext. 2673 for assistance.

