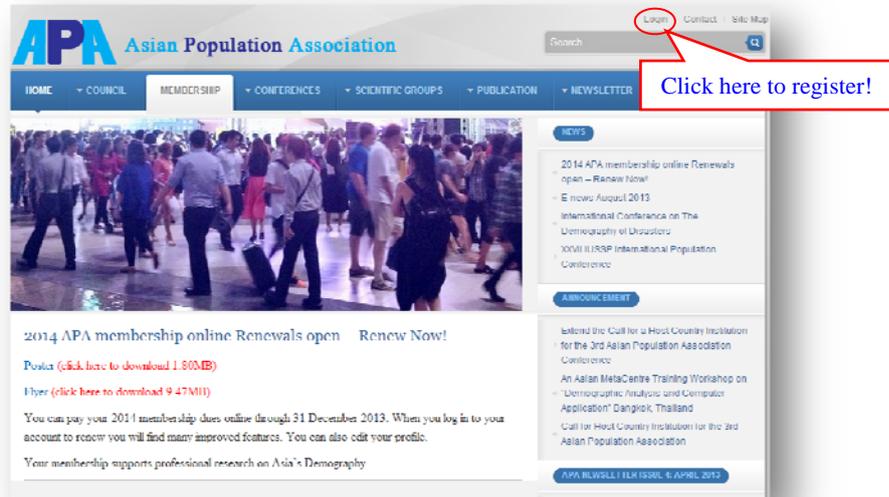
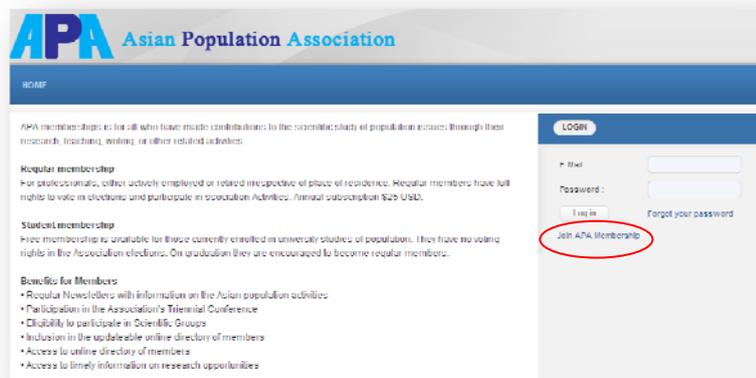


Instruction to join / re-register online as a new / old member

1. Go to www.asianpa.org
2. On the upper right corner of main page of the APA website, click on **Login**



3. This brings you to “Online registration” page.
4. First-time Users: If you have never logged in before; Click on “Join APA membership”



Returning Users: Log in to your account. Fill in **email Address and Password**
If you have forgotten your Username and password; follow the “**Forgot Username and/or forgot Password**” button. Please check your spam folder for email response.

5. It will lead you to the page for “**Registration**” to apply for a membership.

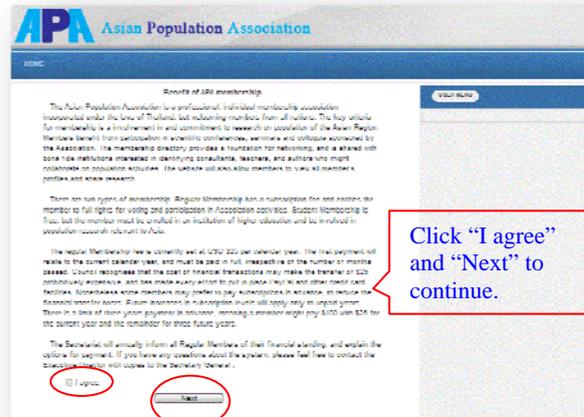
The screenshot shows the 'Registration' form on the APA website. A red dashed box highlights the form fields, and a red callout bubble points to the 'Next' button at the bottom. Another red callout bubble points to the form fields with the text 'Fill out the columns as were instructed.' The form includes fields for Title, First Name, Middle Name, Last Name, Sex, Birthdate, E-mail 1, E-mail 2, Country of Citizenship, Country of Resident, Institution Affiliat, Home Mailing Address, Country, City, State, Postcode, Password, and Confirm Password.

6. After click **“Next”**, the confirmation box will pop up. Click **OK**.
7. After the page **“Data is saved”** pop up, it will lead you to the page **“My area of specialization”**
8. Fill out the check boxes.
9. Click **“Next”** to continue.

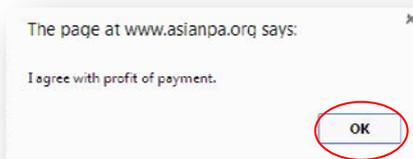
The screenshot shows the 'My area of specialization' page on the APA website. It features a list of checkboxes for various fields of study, regional focus, and specialization. A red callout bubble points to the list with the text 'Check each item off the list'. Another red callout bubble points to the 'Next' button at the bottom with the text 'Click “Next” to continue!'. The page is titled 'My area of specialization' and includes a 'User Menu' button in the top right corner.

10. It will lead you to the page **“APA membership”**

11. Click **“I Agree”**, and then click **“Next”**

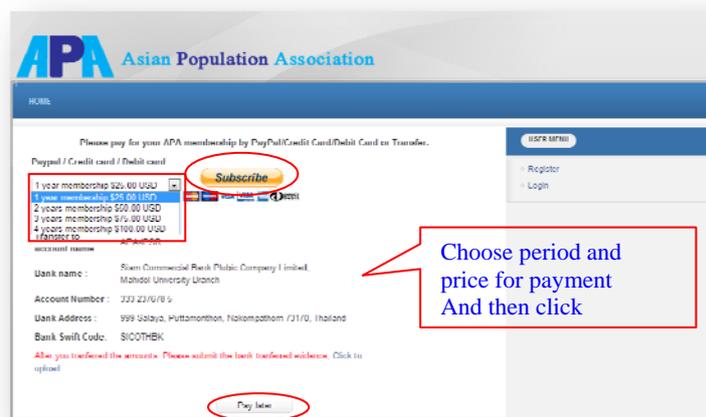


12. Then showing the **“I agree with profit of payment”**, Click **OK**



13. Next, it will lead you to the page **“Payment”** process

14. Click dropdown list of payment, and select the period and price of membership, and then click **“Subscribe”** button.



** **“Pay later”** if your status is student.

15. It will lead you to the page showing below.

The screenshot shows the APA-IPSR checkout page. On the left is a 'Your order summary' box with a table of items and a total of \$34.00 USD. The main area is titled 'Choose a way to pay' and offers two options: 'Pay with my PayPal account' and 'Pay with my credit or debit card'. The 'Pay with my credit or debit card' option is selected, and the form contains fields for Country, Card number, Payment token, Expiry date, CVV, First name, Last name, Address, City/Town, Province, Postcode, Telephone, and Email. A yellow 'Review and Continue' button is at the bottom right. Three red callout boxes with blue text provide instructions: 'Click to continue' points to the button, 'Fill out the blank carefully' points to the form fields, and another 'Click to continue' points to the button again.

16. Click **“Review and Continue”** button, until finish the process, you will receive a notification from PayPal.

17. As soon as the online registration is finished, check your email you will be received the message **“Registration is successful”** from membership@asianpa.org

If you find any problem, please contact membership@asianpa.org or secretariat@asianpa.org

How to Pay by Bank Transfer

Please follow these 4 simple steps below:

Step 1

Please keep the following payment information

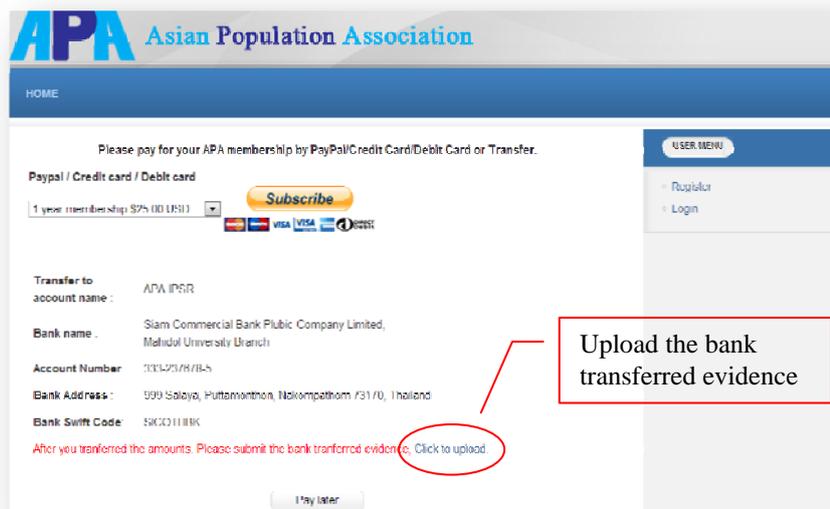
Account name:	APA-IPSR
Bank name:	Siam Commercial Bank Public company Limited, Mahidol University branch
Bank address	999 Salaya, Puttamonthon, Nakorn Pathom 73170, Thailand
Account number:	333-237678-5
Swift code:	SICOTHBK

Make the payment

Go to any bank and transfer the money to the designated account above, the money will arrive in APA-IPSR's account in 2-3 business days.

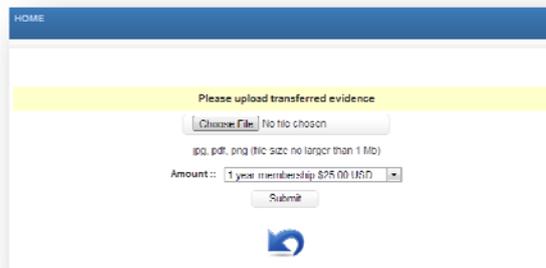
Step 2

Log into your account until go to this page. Find and select the "Click to upload".



Step 3

It will lead you to upload transferred evidence page.



Step 4

Find your order which is already paid by SCB Bank Transfer and then click "Submit"