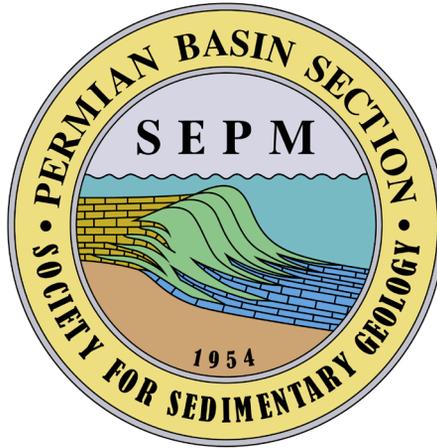


PBS-SEPM Website Help Guide



Pages 1 – 4: [How to create an online account](#)

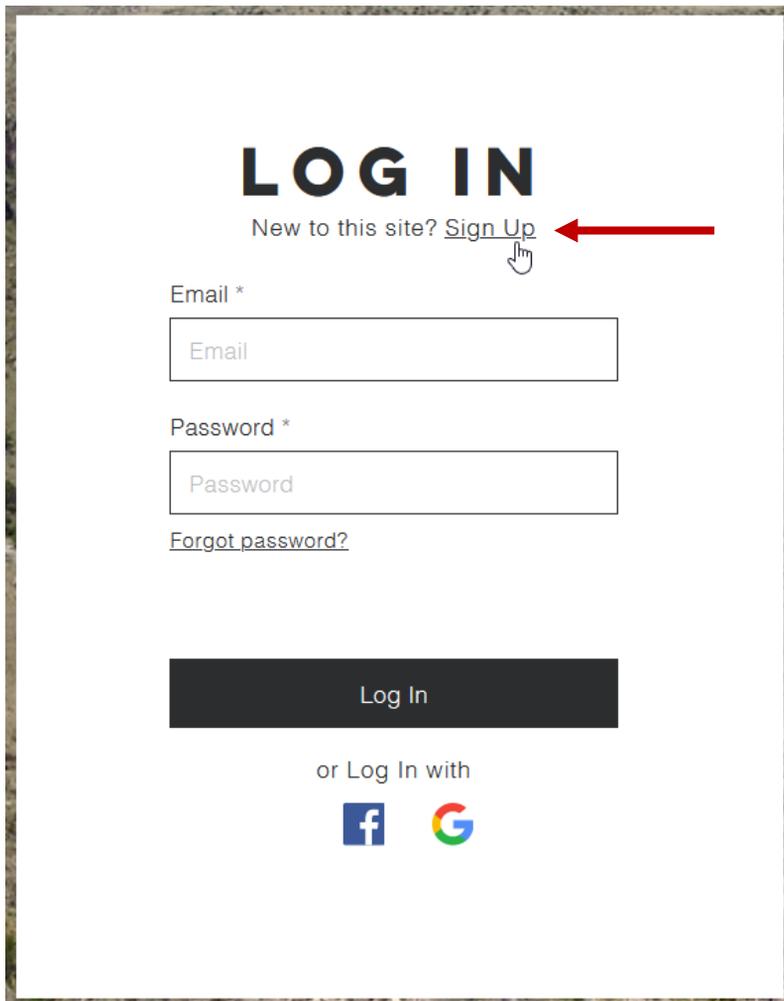
Pages 5 – 9: [How to renew your membership online, with or without an online account](#)

How to Create an Online Account

1. To create an online account, press the **Log In** button in the top right corner of the screen

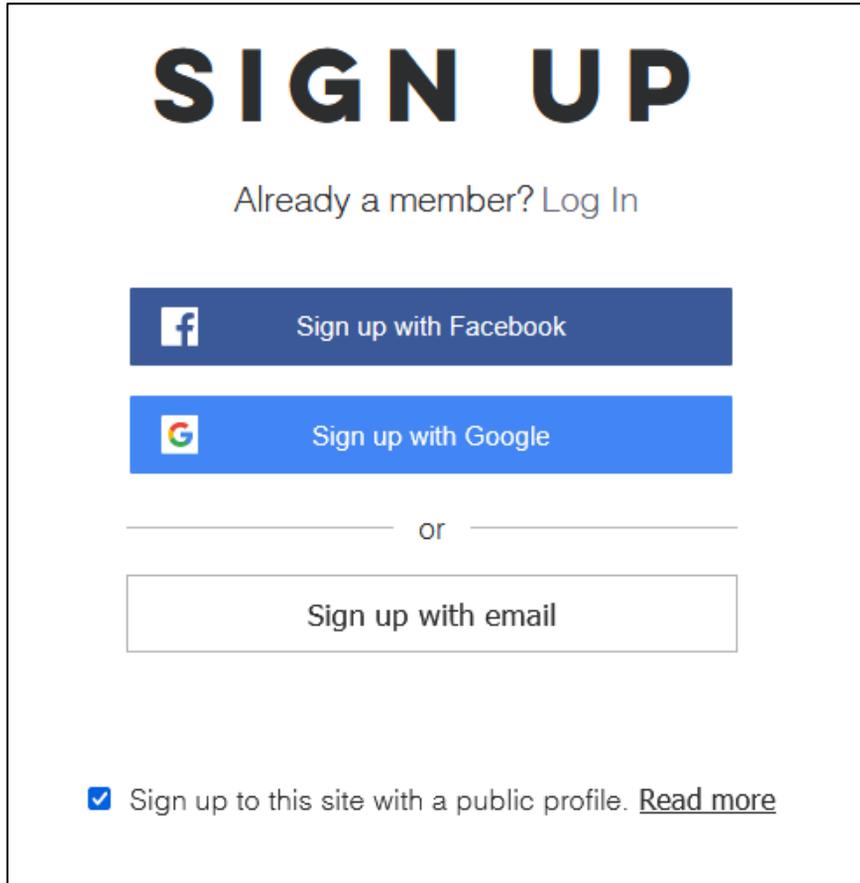


2. You will be brought to the **Log In** screen
3. Press the **Sign Up** button



How to Create an Online Account

4. You will be brought to the **Sign Up page**
5. You have **three options** to sign up
 - i. **Log in** with your **Facebook** Account, **Google** Account, or with your **Email**



The image shows a 'SIGN UP' page. At the top, the text 'SIGN UP' is displayed in large, bold, black letters. Below this, the text 'Already a member? Log In' is centered in a smaller, grey font. There are three main sign-up options, each in a separate button:

- A dark blue button with the Facebook 'f' logo and the text 'Sign up with Facebook'.
- A blue button with the Google 'G' logo and the text 'Sign up with Google'.
- A white button with a thin grey border and the text 'Sign up with email'.

Between the first two buttons, the word 'or' is centered, flanked by horizontal lines. Below the 'Sign up with email' button, there is a checked checkbox followed by the text 'Sign up to this site with a public profile. [Read more](#)'.

6. Select one of the options. If you do not have a Facebook or Google account, please select **Sign up with Email**
7. You will be brought to the **Signup with Email page**

How to Create an Online Account

8. Enter your **Email Address** and create a **Password**
9. Press **Sign Up**

SIGN UP

Already a member? [Log In](#)

Email

Password

I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Sign Up



or sign up with



10. You now have created an online account.

Online Membership Renewal Instructions

1. Visit www.pbs-sepm.org/pbsmembership
2. Scroll down to **view membership options**
3. Press **“Select”** to choose the membership type you want to renew.

Choose your Membership Type

Professional

\$ **25**

Professional Membership

Valid for one year

Select

- ✓ Special Member Pricing on Publications
- ✓ Networking and Social Events
- ✓ Community Service Opportunities
- ✓ Member Discount on Field Trips & Core Workshops
- ✓ Monthly Technical Luncheons

Student

\$ **10**

Student Membership

Valid for one year

Select

- ✓ Discounted Annual Dues
- ✓ Discounted Tickets for Monthly Technical Luncheons
- ✓ Special Member Pricing on Publications
- ✓ Networking and Social Events
- ✓ Community Service Opportunities
- ✓ Special Student Discount on Field Trips & Core Workshops

4. You will be directed to a new page to continue membership renewal.

5. On this page, you will see the option to **Log In or Continue as Guest**. If you have an account, select Log In. If you do not have an account, continue as guest.
6. To continue as a guest, enter your email and press continue to renew as a guest.

Checkout

1 Customer Details

Already have an account? [Log in](#) for a faster checkout.

_____ [or continue as guest](#) _____

Email* **Enter Your Email Here**

youremail@email.com

Continue

2 Additional Info

3 Payment

Order summary

Plan	Professional
Duration	1 year

 [Enter a coupon code](#)

Total	\$25.00
-------	---------

 Secure Checkout

7. After pressing continue, you will be prompted to fill out additional information for our membership records.

✓ Customer Details

youremail@email.com

2 Additional Info

Personal Information

8. Fill out your additional information for our membership records.

<p>✓ Customer Details Edit</p> <p>youremail@email.com</p> <hr/>	<div style="border: 1px solid #ccc; padding: 10px;"><h3>Order summary</h3><table><tr><td>Plan</td><td>Professional</td></tr><tr><td>Duration</td><td>1 year</td></tr></table><hr/><p> Enter a coupon code</p><hr/><table><tr><td>Total</td><td>\$25.00</td></tr></table></div> <p style="text-align: center;"> Secure Checkout</p>	Plan	Professional	Duration	1 year	Total	\$25.00
Plan		Professional					
Duration	1 year						
Total	\$25.00						
<h2>2 Additional Info</h2> <h3>Personal Information</h3> <p style="text-align: center;">Enter Your Information in the Fields Below</p> <p>First Name* <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name* <input type="text"/></p> <p>Nickname <input type="text"/></p> <p>Spouse Name (if applicable) <input type="text"/></p> <p>Contact Email* <input type="text"/></p> <p>Phone* <input type="text"/></p> <p>Preferred Mailing Address*</p> <p><input type="radio"/> Company</p> <p><input type="radio"/> Home</p> <p>Mailing Address* <input type="text"/></p> <h3>Professional Information</h3>							

9. After filling out your Additional Information, press the Continue Button

Are you a member of any of the following?

- SEPM Member
- AAPG Member
- GSA Member
- WTGS Member
- PBGS Member
- SPWLA Member
- Other



10. After filling out your Additional Information, press the Continue Button

11. After pressing continue, you will be brought to the payment page.

12. Select your payment method

- i. Credit/Debit Cards or PayPal

13. Enter your payment information

3 Payment

Credit/Debit Cards  and more...

 Your payment is secure.

Card number *

Expiration date * Security code (CVV) * ⓘ

Cardholder name *

PayPal 

14. Enter your Billing Details and Select “Buy Now”

Email *

First Name *

Last Name *

Address *

City *

Country *

State *

Zip / Postal Code *



15. After submitting, you will receive a confirmation email