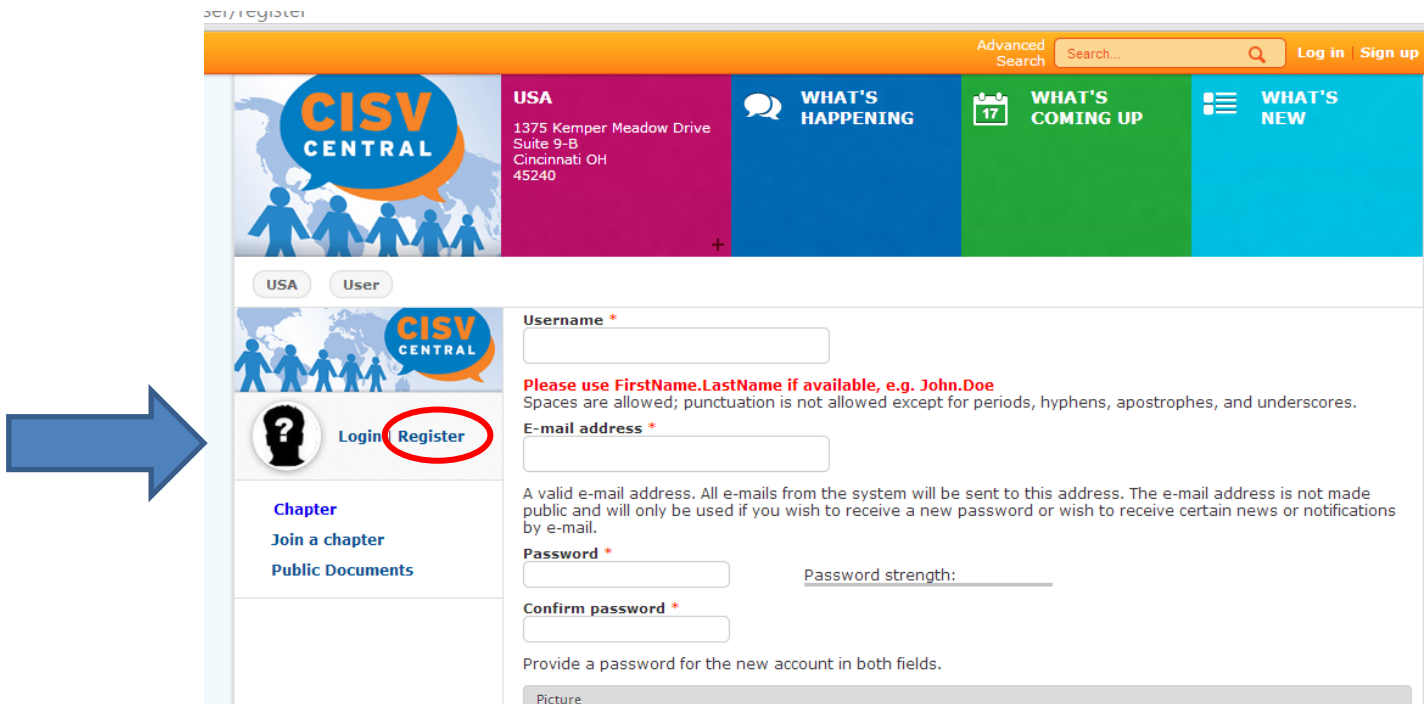


How to Create a New Profile on CISV Central

1. Open your internet browser and go to central.cisvusa.org
2. Click on the "Register" button on the left hand side of the screen.

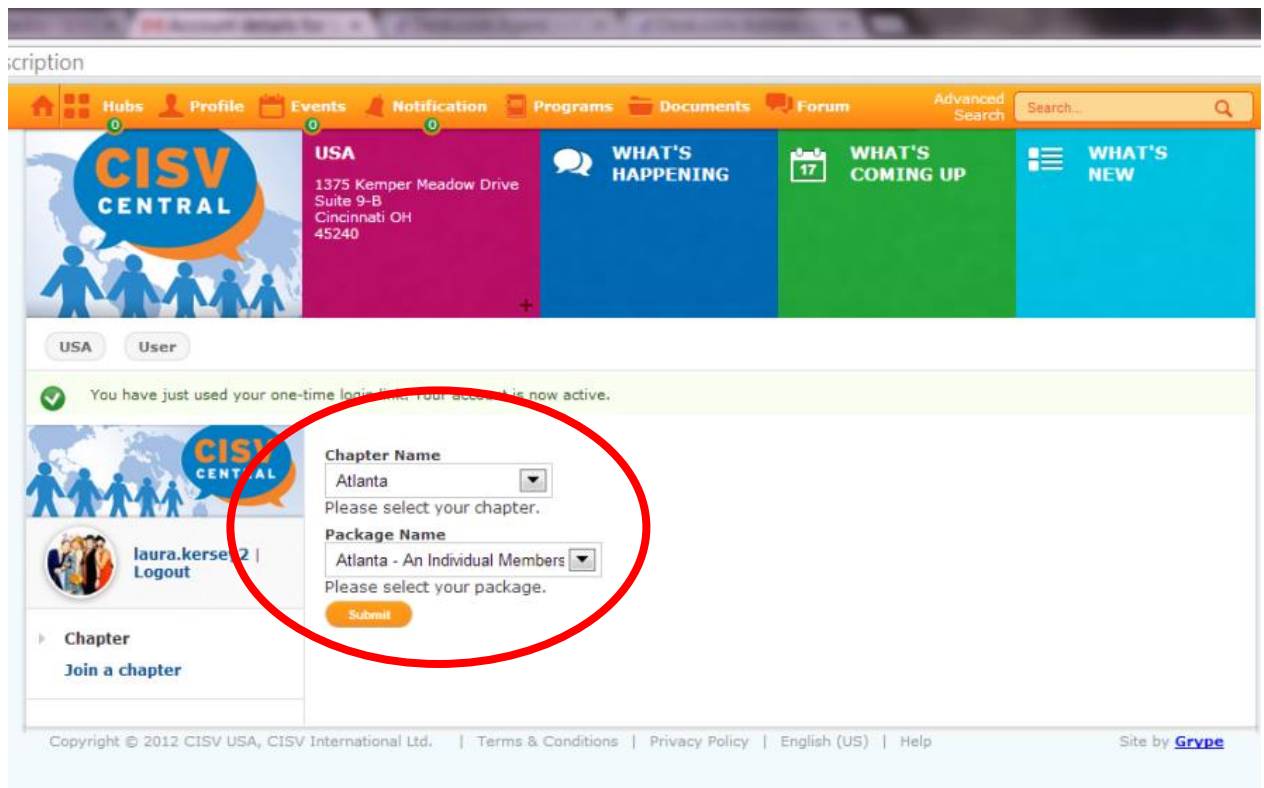


The screenshot shows the CISV Central website's registration page. The top navigation bar includes an "Advanced Search" field, "Log in", and "Sign up" links. The main header features the CISV Central logo, contact information for the USA office (1375 Kemper Meadow Drive, Suite 9-B, Cincinnati OH 45240), and three menu sections: "WHAT'S HAPPENING", "WHAT'S COMING UP", and "WHAT'S NEW". Below the header, there are tabs for "USA" and "User". The left sidebar contains a "Login" button and a "Register" button, which is circled in red and pointed to by a large blue arrow. The main content area contains the registration form with the following fields and instructions:

- Username ***: A text input field. Below it, a red note states: "Please use **FirstName.LastName** if available, e.g. **John.Doe**". A sub-note explains: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores."
- E-mail address ***: A text input field. Below it, a note states: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."
- Password ***: A text input field.
- Confirm password ***: A text input field.
- Password strength:**: A progress indicator.
- A note below the password fields: "Provide a password for the new account in both fields."
- Picture**: A placeholder for a profile picture.

3. Complete the contact information section and upload a profile picture
 - When creating a username, please remember to use the format **FirstName.LastName** if available, e.g. **John.Doe**
4. Click "Create New Account".
5. You will receive an email from CISV Central asking you to verify your email. **This could take several minutes. If you do not receive a confirmation email within a half an hour please check your SPAM file.**
6. After verifying your email, you will be logged back in and prompted to choose a Chapter. You will be able to select a chapter from a drop down list, as well as what type of membership you would like to purchase.





Description of Membership Plans:

- **Individual membership plan:** Choose this option to register and pay for yourself (i.e. one individual member).
- **Family membership plan:** Choose this option to register and pay for several members of one family under one membership fee as denoted by your chapter. The head of household can make one account and invite other members to join once they have registered and paid.
- Please visit these links for more information regarding family plans:
 - [What Does a Family Membership Plan Do?](#)
 - [Connected Youth Accounts](#)

7. Once you choose a membership plan, you will be prompted by a payment screen.

- You can choose to pay by check or money order (Offline), or by Debit/Credit Card (Online: Paymentgateway.com). CISV USA prefers Online payments (small fees for your Chapters, and the payment is processed immediately).
- If you choose to pay via an Offline method (paper check, cash, or money order locally to your Chapter) - please note that an administrator will need to approve your account before you can get full access to CISV Central. To learn more about the payment methods and options please click here: [Payment Method Options](#)
- If you have already paid your dues via your chapter and are creating a profile to simply register for an event, select the “Check or Money Order” option. This will ensure you are not prompted for additional payment.

Cart contents

Qty	Products	Price
1 ×	Atlanta - An Individual Membership Plan	\$30.00
		Subtotal: \$30.00

Customer information

Order information will be sent to your account e-mail listed below.

E-mail address: lkersey2@gmail.com

Payment method

Select a payment method from the following options.

Check or money order

Paymentgateway.com Secured Web Pay

Subtotal: \$30.00
Order total: \$30.00

Checks should be made out to:

PO Box 145
Scottsdale
30079
US
Personal and business checks will be held for up to 10 business days to ensure payment clears before an order is shipped.

Order comments

Use this area for special instructions or questions regarding your order.

Order comments

8. Once you have chosen your payment option, you will have an opportunity to review your order. Please ensure that all information on the screen is correct.
9. Once you have reviewed your information, click “Submit Order.”

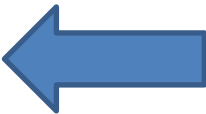
Your order is almost complete. Please review the details below and click 'Submit order' if all the information is correct. You may use the 'Back' button to make changes to your order if necessary.

Cart contents		
Qty	Products	Price
1 ×	Atlanta - An Individual Membership Plan	\$30.00

Customer information
E-mail: lkersey2@gmail.com


Payment method
Subtotal: \$30.00
Order total: \$30.00
Paying by: Check
Mail to: CISV Central
Atlanta
PO Box 145, Scottdale, GA 30079


Back Submit order



If you chose to pay via an offline method (physical check, money order, or cash locally to your Chapter) - your order will then be complete and the final screen will look like this, stating your order number for your records:

USA

 Your order is complete! Your order number is 594. Thank you for shopping at CISV Central. While logged in, you may continue shopping or [view your current order status](#) and order history. [Return to the front page.](#)

 **laura.kersey2** | Logout

Chapter
[Join a chapter](#)

If you chose to pay via an online method (paymentgateway.com E-Check, Debit or Credit Card), you will be redirected to a payment screen where you can enter all of your information and submit your payment. Once your payment is processed, you will be sent back to CISV Central.