



## **To Join or Renew Your Membership Online via Credit Card**

1. Go to [www.cbpi.org](http://www.cbpi.org)
2. Click Join Us on the left menu and choose update profile
3. The screen will prompt you to login
4. If you have not previously logged in, your user name is your first and last name with no spaces and your password is cbpi. If this is your first login, you will be asked to change your password and your member profile will appear, you can then update your profile.
5. If you have logged in previously and forgotten your password, please click on the “Forgot my password” icon and it will be sent to your email address. Once you login, you can then update your profile.
6. If you are a corporate member and have logged in for the first time, you will need to put the names of the additional corporate members in the fields at the bottom of the page
7. Once profile is updated, click submit at the bottom of page to save your profile
8. Click Join Us on the left menu and choose renewing members
9. Please choose membership type, Individual, Primary Corporate or Additional Corporate member – Primary corporate member is the person who will be sending payment
10. Additional Corporate Member is for others in the organization who are covered by the corporate membership
11. Each Additional Corporate Member will need to login and update their individual profile
12. Follow the steps to pay via Visa or Mastercard online

Contact **Jolyne Halton at (317) 808.6219** or with any questions.

You may also complete the membership renewal form and send payment via check to:

**Jolyne Halton**

**9861 Chambray Drive**

**Indianapolis, IN 46280**