MIPN Membership
Online Sign-up
with Credit Card Tutorial
First things first...

• You can complete steps 1-3 (slides 1-6) while following along with the presentation

• Once you are logged on (step 3), **please read the rest of the whole presentation before proceeding**. Once you plug in numbers for your registration, your transaction is timed, and the website will automatically empty your cart or cause other errors if you don’t proceed relatively quickly...

• You will also have limited time to enter your credit card info at the end, so make sure you have it handy.
Step 1: Start from www.mipn.org/join

Click mouse here

Click Here to join or renew your membership online (via The Morton Arboretum, MIPN's fiscal sponsor - log in and credit card required). Having trouble navigating the Arboretum’s online system? We created a handy tutorial here!

Click Here to download the 2018 MIPN Membership Membership Form and send with check or money order.
Step 2: Check the box

First click mouse on box to check it, then click “next.”

Now for the tricky part...
Step 3A: Morton Arboretum registration – for first time users

Unless you registered for MIPN online using The Morton Arboretum system last year or have bought other services via the Arboretum’s online store, you will need to click here. If you can’t remember how you registered last year, feel free to call or email me (contact info on last slide). If you make a new registration, you will be taken to a form where you fill out username and password, some personal info, and click to accept “terms and conditions.” You should NOT receive any spam emails from the Arboretum as a result of sign-up. If you do, please let me know! Once you’re logged on as a new user, skip the next slide and pick up on slide 6.
Step 3B: Morton Arboretum log-in – if you bought MIPN registration online last year

If you are already a registered user of this site, please login below

Otherwise, click on NEW REGISTRATION.

If you have a membership card but no username/password, click on LOGIN WITH CARD NUMBER.

Username: clairryan
Password: ********

Don’t click here – it won’t help you unless you’re a Morton Arboretum member.

Remember your log-in/password? Awesome! Enter them in the boxes and click “log-in.” Don’t remember? It’s been a year – I don’t blame you! If you remember what email you used, you should be able to recover the user name and password by clicking the blue circled button and following the prompts.
Step 4: Select Membership Option

With any luck, you are now logged in and are looking at a page with a header like this:

Woo hoo!

Use mouse to scroll down the page until you see...(next slide)
Ignore this date; all memberships run through the calendar year from January 1 – December 31

Select the membership type and duration that’s right for you or your organization/business. Type the number 1 in the box next to the correct membership. To learn more about membership types, open www.mipn.org/join in a separate tab or window.

If, now or in the future, you want to donate to MIPN outside of or in addition to membership, you can do that here (and we thank you!). You have to enter the number of dollars you want to donate in the box. So, if you wanted to give an extra $10 donation, you would put 10 in the box.

Once amounts are entered, keep on scrolling…
Clicking next will direct you to enter more contact information for your membership, and our secure payment portal. *Charges will show on your statement as being from The Morton Arboretum.*

You will receive a receipt at the email address you provided when making your log-on credentials to our webstore.

100% of funds from this purchase go to support the mission of Midwest Invasive Plant Network, as well as its programming, publications and services.

Make sure your total is right. If not, adjust as described on last slide. If so, click next. (Example is for a 1-year individual membership + $10 donation)

Almost there...
Step 5: Fill out some info...

I know if you just registered, some of this info will be repetitious. Sorry about that! This is the info that actually makes it back to MIPN and into the MIPN membership database. Also, this set-up also allows administrative assistants, accounting assistants, etc. to make the purchase on the member’s behalf...

Click “Next” at the bottom...we’re getting there...
Step 6: Enter Billing Info

Sorry, no coupons...

Click here to save time if your account address is your credit card billing address. It will fill it out for you!

Scroll down...
If the email address here isn’t where you want the receipt sent, type a new one in the box and click save...

Check this box...

Click here!
Step 7 (Last One!): Credit Card Info

Fill out credit card info as indicated, double check for accuracy, and click submit payment. DONE!!!
Thank You Very Much!

If you have any problems please call or email:

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