



## JOINING ASHRAE ONLINE – QUICK INSTRUCTIONS

If you don't already have a login with ASHRAE.org...

1. From ASHRAE.org, click *Join or Login* in the upper right-hand corner
2. Click *Need a Login?*
3. Click *Create a New Visitor Account*
4. The system will ask you for your email address, and do a quick check to ensure we don't already have a record for you. Assuming we have no prior record, click *Create an ASHRAE Account!*
5. Add your contact information, and click *Done*
6. Click *Join ASHRAE*
7. Select your preferred member grade
8. Move through all pages of the application by completing each page and clicking *Continue* at the bottom of the page
9. Once you have completed the application and entered payment information, ensure you click *Finish* on the last page, and receive an email confirmation
10. If you have any trouble, contact [membership@ashrae.org](mailto:membership@ashrae.org), or 800-5-ASHRAE

If you have already created a login with ASHRAE.org...

1. From ASHRAE.org, click *Join or Login* in the upper right-hand corner
2. Click *Join Now*
3. Click *Joining Online is Easy*
4. Enter your username (email address) and password.
5. Please click on *click here* when you see *click here to complete the Join ASHRAE process in order to become a member*
6. Select your preferred member grade
7. Move through all pages of the application by completing each page and clicking *Continue* at the bottom of the page
8. Once you have completed the application and entered payment information, ensure you click *Finish* on the last page, and receive an email confirmation
9. If you have any trouble, contact [membership@ashrae.org](mailto:membership@ashrae.org), or 800-5-ASHRAE