

User Guide for ESP Members for the Online Membership System

Directions for New Members

<https://epsilonsigmaphi.wildapricot.org>

1. Select New Member
2. Enter your email address and then enter the code which will be displayed on the screen. (**Important!** During the data entry you will be asked to create a password for your account. Please write down the email address you used to create the membership data and the password you used for the account. If you forget the password you will be able to create a new one using the "Forgot Password" feature. Forgetting the email address will require you to contact either your Chapter Membership Chair or the National ESP Office. For those members who have multiple email addresses, this can be an issue, so please write it down and keep it where you can find it.)
3. This provides access to the data entry where you will be asked to enter your personal information (name, address, phone, email).
4. Next, select your Chapter Dues by selecting the button in the line containing your state. The chapter dues will be automatically added to the national dues.
5. Finally, you have the option of paying online with a credit card **or** by receiving an invoice and sending a check to the National ESP Office.
6. You will receive a message stating that your application has been submitted and your membership will be activated when your application has been approved.

Directions for Renewing Annual Members

Upon entering the Wild Apricot website <https://epsilonsigmaphi.wildapricot.org>, you will be asked to enter the email address you used when you initially updated/applied for membership last year. If you are a returning online renewing member, your email address is in the online system. If you receive a message that no record is found, it may be that you have changed email addresses or have multiple email addresses. You may not be entering the email address that connects you to your information in the database we have on file. If you have an issue, contact the National ESP Office for assistance.

If you are a returning online renewing member, your email address is in the online system. You will enter the password you created when you used the system before. If you cannot remember what password you used you will be able to use the "Forgot Password" feature to create a new password. Be sure to keep the password where you can find it because you will be asked to enter it each time you return to the online system.

You will be able to update your contact information once you are in your online record, but you will not be able to change things such as initiation dates or chapter of initiation, etc. Those things are for National ESP Office use only.

Finally, you have the option of paying online with a credit card or by receiving an invoice and sending a check to the National ESP Office.

You will receive an email message stating that your dues have been paid and your membership is in good standing until February of the following year.