

TO SIGN IN TO THE SPS WEB SITE

PAID MEMBERS ONLY

1. Go to the SPS website (<http://www.southeasternpastel.org>) and choose "Member Login" from the green bar on the left. If you have forgotten your password, choose the "Forgot Password" option.
2. You will be taken to your Member's Page which includes your name, address, phone number and email, etc.
3. Your login will be your email address.
4. Using your login and your new password, you may then proceed to other functions.
5. Be sure to log out.

UNPAID MEMBERS OR NEW MEMBERS

1. Go to the SPS website (<http://www.southeasternpastel.org>) and choose Membership from the green bar on the left.
2. Choose Apply for Membership Online.
3. Enter your personal information (name, address, etc.) in the appropriate blocks on the next screen. Do not use commas. Do not use dashes or parentheses in the phone number. Each block must be completed correctly. Be sure everything is correct before clicking on Submit. A correct email address is essential.

IMPORTANT! AFTER YOU SUBMIT YOUR INFORMATION, YOU MUST COMPLETE ALL OF THE REQUIRED INFORMATION ON THE NEXT (PAYPAL) SCREEN. DO NOT ATTEMPT TO BACK OUT OR QUIT BEFORE YOU ARE FINISHED OR YOU WILL GET AN ERROR MESSAGE.

4. You will be taken to a PayPal screen where you may choose to pay by credit card or by PayPal. Follow the directions on this screen and submit for payment.
5. After your Submission for Payment, you will be returned to the SPS website.
6. Log Out.
7. You will receive confirmations of your transaction via email.

We are encouraging everyone to pay their dues on-line, beginning now. If you need help or get stuck, contact:

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