

LOAA New Member Instructions

1. Click on the [login](#) button on the upper right hand corner of the screen.
2. Click on the [Send me my password](#) link.
3. Enter your office email, then click [Send My Password](#). An e-mail will be sent with a temporary password.
4. After logging in with the temporary password, you will be directed to the "Your Membership Dues are not up to Date" page. At this point, you can either [Cancel Out Of Login](#), if you are not prepared to pay your dues at that time, or click [Pay Dues](#).
5. If [Pay Dues](#) is selected, you will be directed to the information page, which details your information. You can update information that needs to be changed and create a new password of your choosing. Passwords must be between 8 and 12 characters and contain only numbers and letters (at least one letter and one number is required). Once this password is entered and confirmed, click [Next](#).
6. The Membership Payment for 2008 page will be next. Indicate which type of membership you would like and enter your credit card information into the appropriate fields. When finished, click [Submit](#).
7. After payment, a summary will be e-mailed to the your account. This email also verifies the membership expiration date.
8. The next screen will acknowledge the successful receipt of payment.