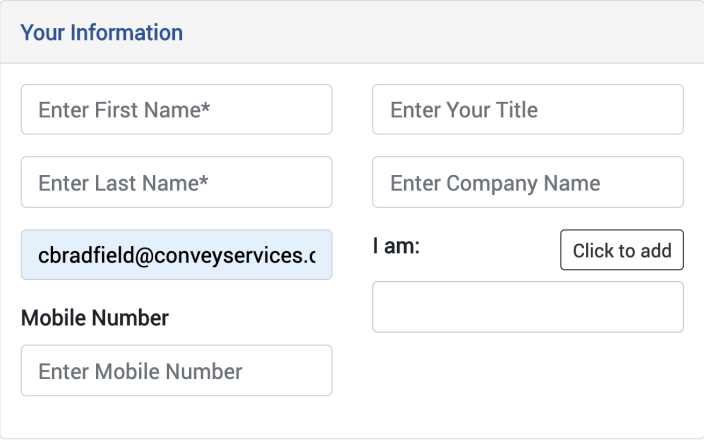
The member application allows individuals to sign up for access to the portal as members. Adding members through the application process can be completely automated or have an approval process turned on.

Member Application

Display Sign Up Page
Turn the display “on” so that the sign-up button appears in the header of the home page and access to the application appears in the login area.

Set up the application
Customize the member application by turning the approval process on or off, adding a headline and description, and selecting the fields to be added to the application form

Add an approval process
If approval is ”on”, identify who can approve an application, customize an email when the application is received, and the email used for approving or rejecting an application.

Add member types
Create member types so that individuals that fill out an application can select the type of membership they are applying for.