

The Phi Beta Kappa Society



Member Registration Procedures for Students March 9, 2017

Congratulations on your invitation to join Phi Beta Kappa, the nation's most prestigious academic honor society. Election to Phi Beta Kappa is a mark of distinction, an honor of which you and your family should be extraordinarily proud. By accepting this invitation, you join U.S. presidents, Supreme Court justices, Nobel Laureates, noted business leaders, respected scientists, scholar athletes, critical thinkers and life-long learners, all honored for the past 240 years, just as you are today, for their rigorous pursuit of academic excellence in the arts and sciences. Phi Beta Kappa is grounded in a proud, storied past, and your success as you move forward from your undergraduate studies adds to this rich tapestry of accomplishment.

We have prepared the following document to assist with online registration. Should you require any assistance, please contact chapters@pbk.org. Again, our congratulations!

Registration Procedures: Instructions for Students

If you have been invited to join your Phi Beta Kappa chapter, begin the member registration process by visiting **Phi Beta Kappa's website** (www.pbk.org) >> **Membership** >> **New Member Registration**.

The screenshot shows the Phi Beta Kappa Society website. The header is blue with the society's name and logo. A navigation menu includes links for LOGIN, DONATE, SHOP PBK, and CONTACT US. A search bar is also present. The main navigation menu includes ABOUT PBK, GET INVOLVED, PROGRAMS, MEMBERSHIP (highlighted with a red box), PBK PUBLICATIONS, and PRESSROOM. Below the navigation menu, there is a dropdown menu for MEMBERSHIP with options: Membership Requirements, New Member Registration (highlighted in yellow with a red arrow), Member Discounts, Shop PBK, and Member Login. To the right, there is a section for Upcoming Events with a link to SEE ALL AVAILABLE EVENTS and a list of events including JUNCHEON WITH PUGET SOUND ASSOCIATION OF PHI PPA and KAPPA ALUMNI IN SOUTHERN CALIFORNIA SPRING.

Creating an Account

On the **Create an Account** page, you must provide basic information, such as name, email, and address, to begin the member registration process.

The screenshot shows a registration form titled "create an account" in a blue header. Below the header, the text "Create an Account" is displayed in orange. A link "Already registered? Sign In" is provided. The form contains the following fields: "Prefix" (dropdown menu with "None" selected), "First name", "Middle name", "Last name", "Suffix" (dropdown menu with "None" selected), "Designation", "Email", "Confirm email", "Phone", "Country" (dropdown menu with "United States" selected), "Address" (three stacked text boxes), "City", "State" (dropdown menu with "None" selected), and "Postal code".

You will also be asked to create a username and password that is unique to you that you will use anytime you visit the Phi Beta Kappa website and log in as a member. Click **Next** to save your information and advance to the next screen.

This section of the form includes four input fields: "Username", "Confirm username", "Password", and "Confirm password". A note below the fields states: "The password must be at least 6 characters long." At the bottom right, there is a blue "Next" button with a red arrow pointing to it.

Invitation Details

On the **Invitation Details** page, you must choose your chapter (institution name) and member type (graduate student, junior, senior) from the dropdown menus. You must also enter your graduation year and the **Registration Passcode** given to you by your chapter.

The screenshot shows a registration form titled 'invitation details'. It contains the following fields:

- Chapter: (Select) dropdown menu
- Graduation Year: text input field
- Member Type: (Select) dropdown menu
- Registration Passcode: text input field
- Degree: text input field
- Major Study: text input field
- Birth Date: text input field with a calendar icon

 At the bottom right, there are two buttons: 'Previous' and 'Next'. A red arrow points from the 'Next' button towards the text below. A blue arrow points to the 'Registration Passcode' field.

On this screen, you will also be asked to provide your degree, major, and birthdate entering the information in the areas provided. After you have completed these fields, click **Next** to advance to the **Payment Method** page displaying the payment options chosen by your institution’s Phi Beta Kappa chapter.

There is a onetime, national membership fee of \$75 to join The Phi Beta Kappa Society for life. Many chapters also charge a small chapter fee, to cover costs associated with running the chapter. If your chapter has told you that it will pay all of your fees, please follow the instructions below.

Payment Method

On the **Payment Method** page, depending on the types of payment allowed by your chapter, you may see one or both of two options, **Pay Officer Directly** and **Pay Online Now**.

***IMPORTANT NOTE:** If your chapter pays the entire amount of student membership fees, you will only see the option labeled **Pay Officer Directly**. You must choose this option to move forward with registration even though no payment will be required.*

The screenshot shows the 'payment method' selection screen. It contains the following elements:

- Header: 'create an account', 'invitation details', 'payment method'
- Text: 'Please select your preferred method of payment.'
- Buttons: 'Pay Officer Directly' and 'Pay Online Now'
- Bottom navigation: 'Previous' and 'Finish' buttons

Paying by Check

If you are permitted to pay by check, and that is your choice, or if your chapter is paying all of your fees, select the **Pay Officer Directly** option and click **Finish**. If you are paying by check, your chapter officers will provide information on what you must do to complete the process. After you click **Finish**, on the next screen, you will see a confirmation message thanking you for accepting the invitation to join Phi Beta Kappa.

At this point, whether you are paying by check or you chose **Pay Officer Directly** because the chapter pays your fees, you have completed the registration process. You will be considered a pending member

until your chapter validates your membership. *Please be sure to check with your chapter for the details connected with participating in your chapter's induction ceremony. This event is an important part of the ritual of joining Phi Beta Kappa.*

Congratulations!

Thank you for accepting your invitation to join The Phi Beta Kappa Society! We offer our warmest congratulations on your hard work and accomplishment. You and your family members should be extremely proud of this honor.

You have completed the online registration process. If you are paying fees to your chapter, please contact your chapter officer. Once your chapter has validated your membership, you will become a lifetime member of The Phi Beta Kappa Society. Please be sure to confirm the date for your chapter's induction event. This special ceremony is an integral part of your Phi Beta Kappa membership experience.

Other membership privileges include:

- the ability to join one of nearly 60 local Phi Beta Kappa alumni associations where you live to keep your Phi Beta Kappa connection strong after graduation,
- a subscription to the Society's monthly e-newsletter,
- a subscription to our quarterly publication, The Key Reporter,
- and access to our newly renovated website and social media platforms, including LinkedIn, Facebook, Twitter, Instagram and Tumblr.

As learning is truly the guide of life, your life-long connection to Phi Beta Kappa is just beginning. Please remember keep in touch with the Society in the coming weeks, months, and years and add your story to our collective pursuit of excellence in the arts and sciences.

Again, our congratulations!

The Officers and Members of the Phi Beta Kappa Society

Paying by Credit Card or PayPal

If you are paying your member fees using a credit card or PayPal, choose **Pay Online Now** and click **Finish**. This will direct you to the payment screen where you may choose your form of payment and continue with the payment process. If you are responsible for paying all of your fees, you will see the Phi Beta Kappa Society lifetime membership fee of \$75 plus any applicable chapter fee. If your chapter is covering some of the fees you will see the amount set by your chapter. To proceed with online payment, click **Add to Cart**.

When you click **Add to Cart**, you will see the total fees for which you are responsible in your **Shopping Cart**. Click **Update** to continue to the next screen, where you will see your **Cart Charges** and choose your online payment method.

What is PayPal?
You will be taken to PayPal to complete your purchase. [Check Out with PayPal](#)

Other Payment Options

Payment Method: American Express

• Card Number:

• Name on Card: New Student3

• Expiration Date: 01 / 2015

CSC:

Card Address: 1606 New Hampshire Ave
Washington, DC 20009
UNITED STATES
[Choose another address](#)

 [Submit Order](#)

If you choose **Pay with PayPal**, you will be directed to PayPal’s payment screen. Under **Other Payment Options**, you may pay by selecting a major credit card from the dropdown menu and entering your credit card information. After successfully completing payment by clicking on **Submit Order**, you will see a confirmation screen thanking you for accepting the invitation to join Phi Beta Kappa.

Congratulations!

Thank you for accepting your invitation to join The Phi Beta Kappa Society! We offer our warmest congratulations on your hard work and accomplishment. You and your family members should be extremely proud of this honor.

You have completed the online registration process. If you are paying fees to your chapter, please contact your chapter officer. Once your chapter has validated your membership, you will become a lifetime member of The Phi Beta Kappa Society. Please be sure to confirm the date for your chapter’s induction event. This special ceremony is an integral part of your Phi Beta Kappa membership experience.

Other membership privileges include:

- the ability to join one of nearly 60 local Phi Beta Kappa alumni associations where you live to keep your Phi Beta Kappa connection strong after graduation,
- a subscription to the Society’s monthly e-newsletter,
- a subscription to our quarterly publication, The Key Reporter,
- and access to our newly renovated website and social media platforms, including LinkedIn, Facebook, Twitter, Instagram and Tumblr.

As learning is truly the guide of life, your life-long connection to Phi Beta Kappa is just beginning. Please remember keep in touch with the Society in the coming weeks, months, and years and add your story to our collective pursuit of excellence in the arts and sciences.

Again, our congratulations!

The Officers and Members of the Phi Beta Kappa Society

Order Confirmation

Phi Beta Kappa Society
Phi Beta Kappa Society * 1606 New Hampshire Ave NW * Washington, DC 20009

Order Date 10/22/2014

Bill To [Redacted]

Payment Method Visa *****1111

Name on Card [Redacted]

Ship To [Redacted]

UNITED STATES

ITEM	QUANTITY	PRICE	TOTAL
Join Now Member Registration	1	105.00	105.00
Item Total			105.00
TRANSACTION GRAND TOTAL			105.00

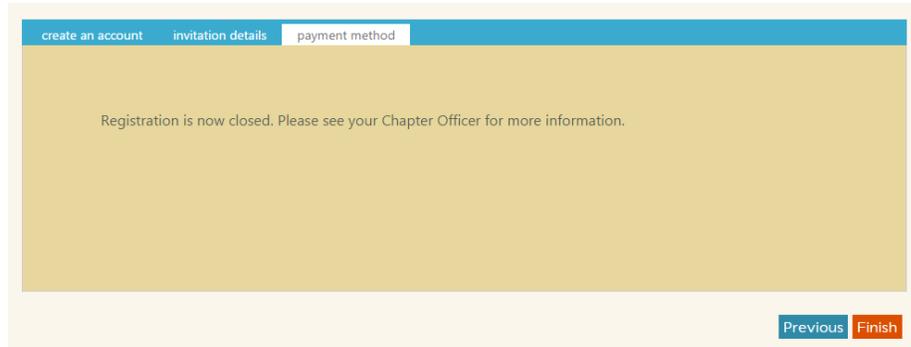
A confirmation is being sent to:
A confirmation is being sent to:
Send another copy to: [Send](#)

Upon successful online payment, your registration process is complete. *Please be sure to check with your chapter for the details connected with participating in your chapter’s induction ceremony. This event is an important part of the ritual of joining Phi Beta Kappa.*

Frequently Asked Questions

- **What if I encounter a “registration is closed” message?**

If you encounter a **Registration is now closed** message, please contact your chapter officer or chapters@pbk.org for technical assistance.



- **What do I do if the chapter pays student fees?**

If your chapter pays your membership fees, you must choose the option labeled **Pay Officer Directly** to move forward with registration, even though no payment is required. After you complete online registration, you will be considered a Pending Member until your membership is validated by your chapter.

- **What should I do if I need to leave the registration process before I complete it?**

You can return to registration by logging in to **Phi Beta Kappa’s website** (www.pbk.org) with your username and password. Any data that you previously entered will be automatically populated and you may continue with the registration process.

- **What should I do if I run into an issue with online registration that I can’t solve?**

Don’t panic! Please contact chapters@pbk.org and you will be assisted within 24 hours of your inquiry.