

# The Phi Beta Kappa Society



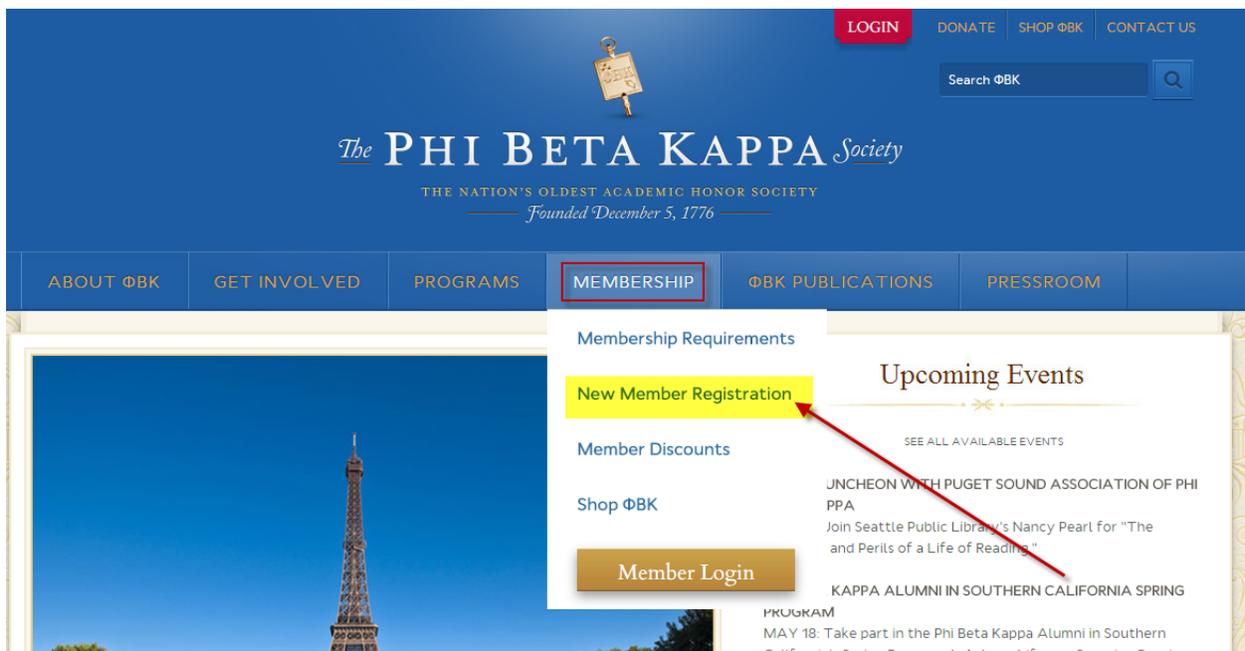
## Member Registration Procedures for Students March 10, 2015

Congratulations on your invitation to join Phi Beta Kappa, the nation's oldest and 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 238 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 adds to a 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](mailto: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](http://www.pbk.org)) >> Membership >> New Member Registration.



### 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" with a sub-header "Already registered? Sign In". The form includes 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 (multiple lines), 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.

The screenshot shows a form for creating a username and password. It includes fields for: Username, Confirm username, Password, and Confirm password. A note below the password field states: "The password must be at least 6 characters long." A red arrow points to the "Next" button at the bottom right.

### 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 the "Invitation Details" registration form. It includes the following fields: Chapter (dropdown menu with "(Select)" selected), Graduation Year, Member Type (dropdown menu with "(Select)" selected), Registration Passcode (with a red arrow pointing to it), Degree, Major Study, and Birth Date. At the bottom right, there are "Previous" and "Next" buttons, with a red arrow pointing to the "Next" button.

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 \$65 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**.

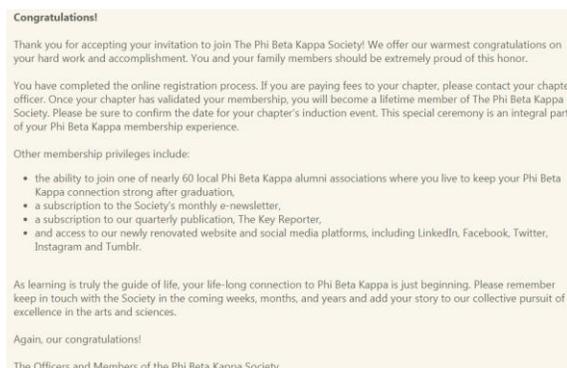
***IMPORTANT NOTE: If your chapter pays the entire amount of student membership fees, you will only see the option labeled Pay Officer Directly. You must choose this option to move forward with registration even though no payment will be required.***



## 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.*



## 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 \$65 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**.

Pay Membership Fees

Join Now Member Registration

Dues Payments

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> PBK Member Dues	65.00	1	65.00
<input checked="" type="checkbox"/> PBK Chapter Fees	40.00	1	40.00
			Subtotal 105.00

[Add to Cart](#)

Shopping Cart

Items

ITEM	QUANTITY	PRICE	TOTAL	
Join Now Member Registration	1	105.00	105.00	<a href="#">Remove</a>

[Update](#)

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.

Cart Charges

Item Total	105.00
Shipping	0.00
Handling	0.00
TRANSACTION	105.00
GRAND TOTAL	

What is PayPal?  
You will be taken to PayPal to complete your purchase.

[Check Out with PayPal](#)

Other Payment Options

Payment Method

• Card Number

• Name on Card

• Expiration Date

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

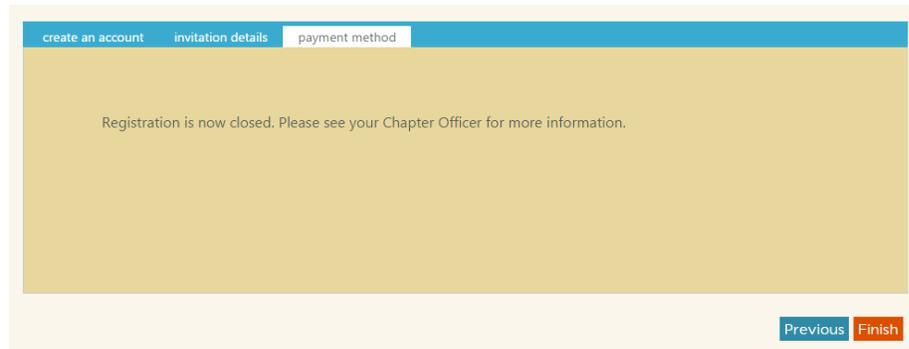
A confirmation is being sent to:  
 A confirmation is being sent to:  
 Send another copy to:  [Send](#)

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](mailto: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](http://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](mailto:chapters@pbk.org) and you will be assisted within 24 hours of your inquiry.