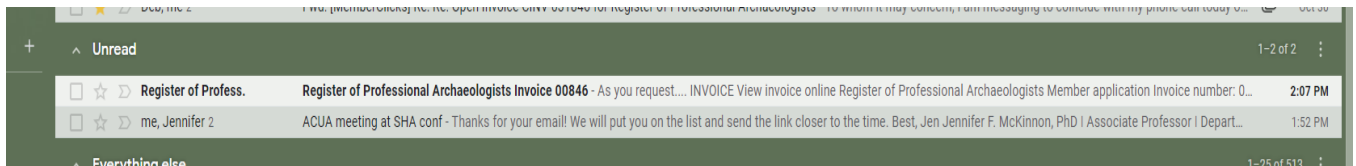


The Register of Professional Archaeologists

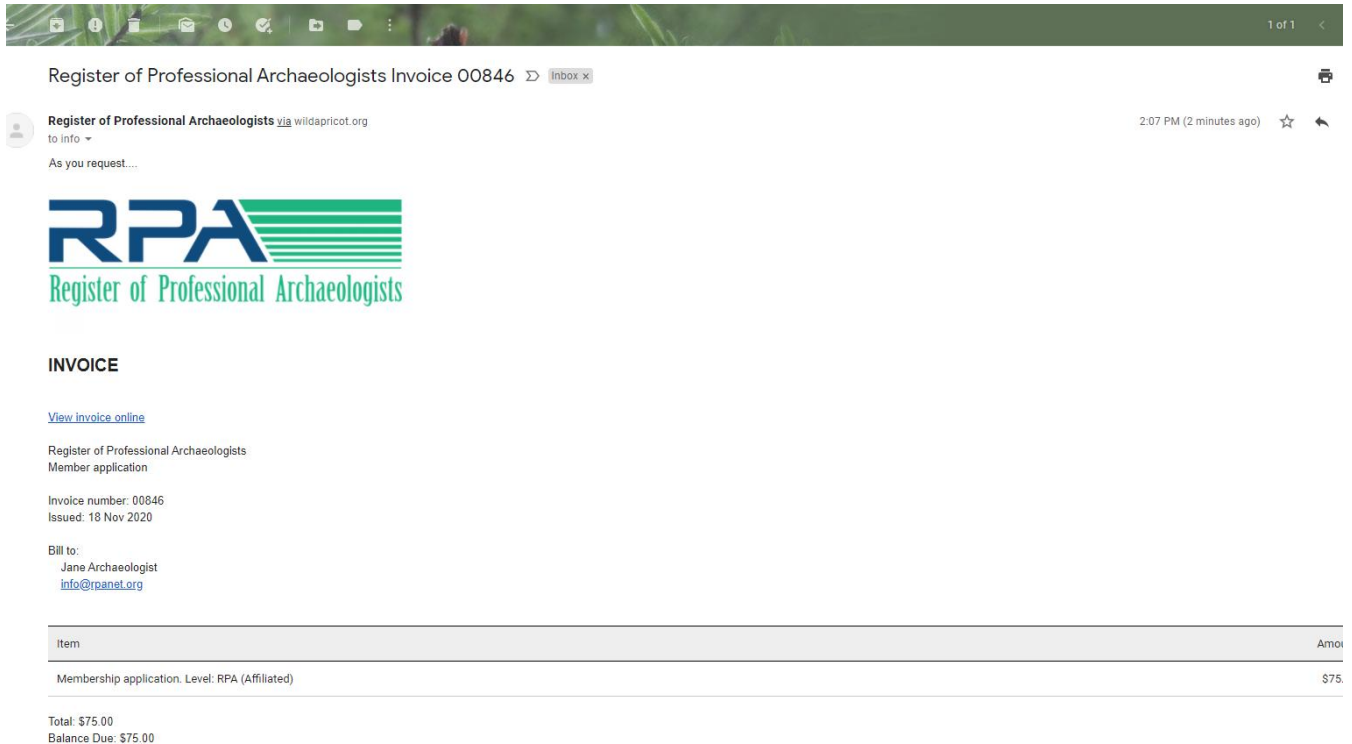
Registration Renewal Tutorial

The Register recently migrated to a new software system. If there is any confusion about renewing your registration, please look through the steps below to help you through the process. Any questions regarding the payment structure and schedule can be referred to Dr. Deb Rotman, ExecutiveDirector@rpanet.org.

Your renewal notice will come to your preferred Register email, which is also your login ID.



The Official Register email will have a link to your invoice online:



Click the link “View invoice online” in the email.

INVOICE

[View invoice online](#)

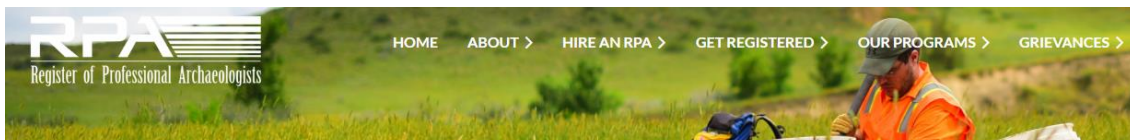


Register of Professional Archaeologists
Member application

Invoice number: 00846
Issued: 18 Nov 2020


Bill to:
Jane Archaeologist
info@rpanet.org

Your Online Invoice will show the balance due and information on how to pay by mail by continue with payment by credit card.



[Back](#)





INVOICE #00846

 **BALANCE DUE: \$75.00 (RECURRING)**

If paying by check, please make check payable to:
Register of Professional Archaeologists

Mail to:
Register of Professional Archaeologists
411 East Northfield Drive, Box 9
Brownsburg, IN 46112

Your invoice will not be marked paid until your payment is received and processed by our office.
Recurring charges will be billed for your first every 1 year payment and then automatically starting on 1 Jan 2021 and every 1 year thereafter





   


[PAY ONLINE](#)

Invoice details

Click the “Pay Online” button.

Your invoice will not be marked paid until your payment is received
Recurring charges will be billed for your first every 1 year payment

[PAY ONLINE](#) 

Register of Professional Archaeologists

<https://rpanet.org/>

Enter credit card details

 / ?

Billing information

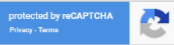
Details

You will be now billed for your first year and then annually thereafter starting on January 1, 2021 (unless canceled before the next renewal date)

Invoice #00846 \$75.00

- Membership application. Level: RPA (Affiliated)

Total amount: **\$75.00 (USD)**



[Cancel](#)

[Pay \\$75.00 \(USD\)](#)

You can pay online with a Visa, Mastercard, American Express, or Discover card. If you wish to opt out of auto renew, you can log in to your profile after payment and uncheck the renewal box. If a registrant has a credit card on file, it will appear as the second item on the membership tab. If a card is not on file, that information simply will not appear.

If payment is successful, this screen will show:

[Back](#)

INVOICE #00846

Payment successful

Invoice details

Balance due \$0.00
Amount \$75.00
[\\$75.00 paid on 18 Nov 2020](#)
Invoice # 00846
Date 18 Nov 2020
Origin Member application
RPA (Affiliated)
Invoiced to Jane Archaeologist
info@rpanet.org

Item	Amount
Membership application. Level: RPA (Affiliated)	\$75.00
Invoice total	\$75.00

A receipt will be automatically mailed to your primary email with successful payment.



Register of Professional Archaeologists via wildapricot.org
to Jane ▾

If there are any problems with the login, access, passwords or registration status, send these inquiries to info@rpanet.org



Payment Receipt

Register of Professional Archaeologists

Date: 18 Nov 2020

Amount: \$75.00

Tender: Wild Apricot Payment

Payment received from:

Jane Archaeologist

info@rpanet.org

Payment for:

Date	Document	
18 Nov 2020	Invoice 00846	Settled amount \$75.00
	Membership application. Level: RPA (Affiliated)	Invoice total \$75.00
		Due \$0.00

Total settled: \$75.00

Available balance: \$0.00