How to Purchase a Professional or Organizational Membership Online

In order to purchase a Professional or Organizational Membership online you must first be registered on the NCH website. After you are registered you will be able to create an Organizational Account (which you must do in order to purchase a Professional or Organizational Membership) and then purchase a Professional or Organizational Membership.

If you are already registered with the NCH website (meaning you already have a login and password for the site), then login with your email address and password and skip to STEP 2.

If you are NOT already registered on the NCH website (meaning you DO NOT already have a login and password for the site), please proceed with STEP 1.

STEP 1: Registering on the NCH Website


   b. Then click Go and enter your contact information. Once you’re finished entering your contact information, click Create Account. This will automatically log you in to the website.
Now you’re ready to create your Professional or Organizational Account (which you must do in order to purchase a Professional or Organizational Membership).
STEP 2: Creating a Professional or Organizational Account**

**You must create a Professional or Organizational Account in order to purchase a Professional or Organizational Membership!

a. After you are logged in, select My Profile from the navigation menu on the left to access your profile.

b. Then, scroll down to the Linked Organizations Information section and select Click Here.
b. On the next page, select **Not Listed Here**, then select **Continue**.

c. Enter the business contact information for the Professional or Organization for which you will be purchasing a membership.

**Please Note:** You MUST check the “*I am the Primary Contact*” box so that you will be able to edit the professional/organizational information and purchase a Professional or Organizational membership

Once you have finished entering the contact information for the Professional or Organization for which you will be purchasing a membership and checked the “*I am the Primary Contact*” box, select **Save Organization**.
The professional or organizational account you just “saved” will now appear on your My Profile page under the **Organization Information** and **Linked Organizations Information** sections.

To edit the organization’s information at any time, click on the blue (hyperlinked) organization name in either section, then select **Edit/View Information**.
Now you’re ready to purchase a Professional or Organizational Membership.

**STEP 3: Purchasing a Professional or Organizational Membership**

a. Remain logged in and select **NCH Store** from the navigation menu on the left of the screen.
If you already have an Individual Membership with NCH, please contact the NCH office at 703-506-7667 to transfer your Individual membership to a Professional or Organizational Membership. If you do not have a current Individual membership, continue to STEP 3b.

*Not sure if you’re a current individual member?* Current individual memberships will be displayed at the top of the page while you are in the NCH Store.

b. In the **Select Customer** section, select your Professional or Organizational account from the **Shop For** dropdown menu. Then select **Go to Shopping**.

c. Choose the membership item that you’d like to purchase from the NCH Store.
e. Select **Add to Cart**

f. Select **Proceed to Checkout**
g. Enter your Payment Information and select **Purchase Now**

After selecting **Purchase Now** you will receive a receipt via email for your purchase (if you haven’t opted out of this email) and will immediately be able to start accessing your membership benefits and your Professional or Organizational profile will immediately appear in the Professional and Organizational Directory.

If you have any questions or issues with this process, please contact us at 703-506-7667 or info@homeopathycenter.org.