

Join **HBA** as a Corporate Partner **Designee**

1. If you *do not have* an existing HBA account:

Create your HBA profile by completing the form at this link: [Create your profile](#). Be sure that your **corporate partner company name** is correct in your HBA profile summary before proceeding. (This field is used to verify you as an employee of a Corporate Partner and having the correct company name in this field is essential for the validation code to process correctly.) When completed, you will be led to the **User Account Login** page to log in using your new user name (your email address) and password. Logging in will place you in the **HBA Profile Summary**. Review and complete your profile, then click "**Join Now**". Proceed to step #2.

OR

If you *do have* an existing HBA account:

Log in to your profile at <https://www.hbanet.org/user/>, and be sure that your **corporate partner company name** is correct in your **HBA Profile Summary** before proceeding. (This field is used to verify you as an employee of a Corporate Partner and having the correct company name in this field is essential for the validation code to process correctly.) Then scroll down to "**My HBA Membership**" and click **Join Now**, **Renew** or **Reinstate**.

2. You will then be directed to the Membership Option step and will be asked to choose a membership type. Select "**Membership – Corporate Partner Designee**" – this should be the last item on the list of membership selections, and will show a price of \$0.00/€0.00. Then click "Next".

- Membership - Corporate Partner Designee
Available to HBA Corporate Partner employees who have received a validation code.
This membership is subject to verification and will require payment in full if the proper validation code is not provided.

3. Enter your company's validation code (provided to you by your company's HBA key liaison). Be sure to enter it exactly - no spaces - click "**Submit**".

4. The code is then validated. Please ensure all required fields (*) are populated, then click "Next".

5. On the **Membership Summary** page, click "**Finish**".

6. Once in the **Shopping Cart**, your order total should reflect **\$0.00**. Click "**Proceed to checkout**" to complete your membership. A receipt of your membership for \$0.00 will be emailed to your primary email address on file.

Should you need assistance, please visit our [Self Help Center](#) or [contact us](#).