

Chapter Renewal Instructions

LAMBDA PI ETA HONOR SOCIETY



Renewal Deadline

The deadline to renew your chapter's membership with the National Office is **January 2**.

Chapters that fail to renew their membership by the deadline will experience a lapse in access to the membership ordering site, Award Concepts.





Step 1: Log into your individual account at www.natcom.org/

If you do not have an account, you will need to create one.

A dark blue login form titled 'Login to your account'. It includes a question mark icon in the top right corner. Below the title is the instruction 'Enter your email and password below to login.' There are two input fields: 'Email' with a person icon and 'Password' with a lock icon and an eye icon for toggling visibility. Below the password field is a checkbox labeled 'Remember Me' and a green 'Login' button. At the bottom of the form, there is a link 'Forgot your password?' with a question mark icon, followed by the text 'Click here to reset your password.' Below that is a link 'Don't have an account yet? Create an account.' and a copyright notice '© 2024 - National Communication Association'.

LAMBDA PI ETA



To renew your chapter, log into your NCA account. Select your chapter's Greek name (e.g. *Purchase for "Alpha Beta"*). If you do not see an option to purchase for your chapter, email studentorgs@natcom.org.

RENEW CHAPTER

ORDER MATERIALS

About LPH

Lambda Pi Eta (LPH) is the National Communication Association's official honor society at four-

IN THIS SECTION

LPH Membership and Materials

Policies and Procedures

Frequently Asked Questions

LPH Awards

LPH Chapter Activities

LPH Logo

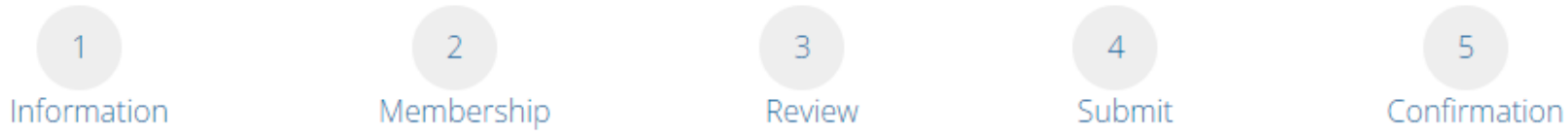
LPH Member Store

LPH Chapter Directory



Step 2: Click "Renew" on the LPH homepage at www.natcom.org/lambda-pi-eta



RENEW



Purchasing for “Jennifer Fletcher”

 <p>Purchase for Jennifer Fletcher Click Here</p>	 <p>Purchase for Lambda Pi Eta Click Here</p>
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Step 3: Select your chapter’s name.

If you do not have the option to select your chapter’s account, contact studentorgs@natcom.org. Do NOT purchase Honor Society memberships under your department’s account (i.e., Department of Communication).

Sigma Chi Eta
Membership
Membership

\$25⁰⁰

[Details](#)

[+ Add to Cart](#)

Department
Membership (For
Departments Only)
Membership

\$150⁰⁰

Optionally select from the following items:

**COMMNotes
Position
Announcement
Posting**
Free

**Spectra Online
Advertising**
(add) \$500.00

[Details](#)

[+ Add to Cart](#)

Lambda Pi Eta
Membership
Membership

\$35⁰⁰

[Remove from Cart](#)

[Review & Checkout >](#)

Step 4: Select the Lambda Pi Eta membership and proceed to checkout.

Do NOT purchase the *Department Membership* on your chapter's account.

Step 5: Enter the advisor's name and email address to add them as the primary contact. If your chapter will be working with an admin to renew the membership, please enter their information as well.

Chapter Advisor Name: *

Jennifer Fletcher

Chapter Advisor Email : *

jfletcher@natcom.org

Administrator Name:

Administrator Email:

Chapter Social Media Link:

Step 6: Enter your billing address, payment information, and email address before submitting your order.

To pay via check, select “Bill Me.” The check must be payable to National Communication Association and mailed to:

National Communication Association
1765 N Street, NW
Washington, DC 20036


The screenshot shows a checkout form with three main sections highlighted by orange boxes and arrows:

- Billing Information:** Points to the "Billing Address" section, which includes a location pin icon, the text "Billing Address", a link "+ add new billing address", and a selected address: "1765 N St NW Washington, District of Columbia 20036-2801 United States".
- Payment Method:** Points to the "Payment Options" section, which includes radio buttons for "Credit Card", "ACH", and "Bill Me". Below these are logos for VISA, Mastercard, AMERICAN EXPRESS, and DISCOVER. The "Credit Card" option is selected.
- Email Address:** Points to the "Confirmation Email" section, which includes a checked checkbox for "Send confirmation email to:" and the email address "studentorgs@natcom.org". There is also a field for "Send a copy to:".

At the bottom right, there are two buttons: a blue "Previous" button and a green "Submit Your Order" button with a checkmark.

Viewing Recent Purchases

You will receive a confirmation email with a copy of the receipt once your purchase has been made. To print or view the receipt online:

1. Select the *Organizations* tab from your profile
2. Click your chapter's name
3. Select  *Purchases* to print or view past invoices, orders, and payments



The screenshot shows a user profile interface. At the top, there are four navigation tabs: 'Overview' (with a star icon), 'Account' (with a pencil icon), 'Organizations' (with a building icon and circled in orange), and 'Purchases' (with a shopping cart icon). An orange arrow points from the 'Organizations' tab to the main content area. The main content area features a profile picture of a stack of books. To the right of the image, the following information is displayed: the member ID '#109666', the organization name 'National Communication Association', the address '1765 N St NW, National Communication Association, Washington, District of Columbia 20036-2801, United States', and a note 'No Primary Phone'. Below this, there is a green badge that says 'MEMBER SINCE 5/31/2022' with a refresh icon, and a blue badge that says 'OPTED-IN TO SHOW IN MEMBER DIRECTORY'.

Questions?

CONTACT STUDENTORGS@NATCOM.ORG