

Business Membership Purchase Instructions

Do you have a student at Longview Farm Elementary?

YES

- 1) Go to lfepta.membershiptoolkit.com
- 2) If you have an existing Membership Toolkit account, login. If not, create a new account.
- 3) Click on 'My Account'
- 4) Under 'New Forms' click on '2020-21 Business Memberships'
- 5) Select the quantity under the desired Business Membership Level. Click on 'more' to learn about each Business Membership Level. *Please note that if you are a LFE parent, your Business Membership covers your Individual Membership benefits. You do not need to purchase both.
- 6) Fill out the Business Membership information; upload your business logo, if desired.
- 7) Click 'Add to cart and checkout'
- 8) Click 'Pay Now' and complete payment *Please note that LFE PTA will be handling ALL transactions electronically. Cash/check will not be accepted at this time due to COVID-19 precautions. Thank you for understanding.
- 9) Your 2020-21 LFE PTA Business Membership is complete! Thank you for your support!

NO

- 1) Go to www.lfepta.membershiptoolkit.com/form/m/111296
- 2) As a non-LFE parent, you do not need to create an account with Membership Toolkit. Simply fill out the Business Membership Guest Form and submit payment. If you are a LFE parent, please login to your Membership Toolkit Account to purchase your Business Membership.
- 3) Select the quantity under the desired Business Membership Level. Click on 'more' to learn about each Business Membership Level.
- 4) Fill out the Business Membership information; upload your business logo, if desired.
- 5) Click 'Add to cart and checkout'
- 6) Click 'Pay Now' and complete payment *Please note that LFE PTA will be handling ALL transactions electronically. Cash/check will not be accepted at this time due to COVID-19 precautions. Thank you for understanding.
- 7) Your 2020-21 LFE PTA Business Membership is complete! Thank you for your support!