

Individual Membership Purchase Instructions

Returning Member

- 1) Go to lfepta.membershiptoolkit.com
- 2) Login
- 3) Click on 'My Account'
- 4) Under 'New Forms' click on Individual Membership
- 5) Enter the quantity of Individual Memberships, typically 1 per family, and 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 Membership is complete! You will have access to the Student Directory once a LFE PTA Board Member confirms your membership.

New Member

- 1) Go to lfepta.membershiptoolkit.com
- 2) Click 'Login' in the top right corner
- 3) Under 'New User?' click 'Create Account'
- 4) Follow the steps to Create Account
- 5) Once you have created an account, click 'My Account'
- 6) Under 'New Forms' click on Individual Membership
- 7) Enter the quantity of Individual Memberships, typically 1 per family, and 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 Membership is complete! You will have access to the Student Directory once a LFE PTA Board Member confirms your membership.