* One person from the company (who will be designated as the “bundle administrator” for the corporate membership) registers for a corporate membership and pays the membership dues invoice
  + Invoice can be paid online or by check
  + Membership becomes active immediately if paid online
* The bundle administrator for the corporate membership can add other members to the corporate membership by logging into the “My Profile” section of the website once the corporate membership becomes active
  + Additional members of the corporate membership do not register individually
  + Once activated by the bundle administrator, individuals on the corporate membership are sent password/activation e-mails from the website
  + Additional members will be able to log onto the website and register for events at the member rate under their own user ID and password
  + The corporate membership remains with the company and the bundle administrator can add/remove members
  + The bundle administrator cannot add an individual with an existing SEPA membership to the corporate membership
    - The bundle administrator should contact SEPA at [membership@sepaapa.org](mailto:membership@sepaapa.org) or [webmaster@sepaapa.org](mailto:webmaster@sepaapa.org) for assistance to add an existing individual SEPA member to the corporate membership
  + A representative from the company should contact SEPA if the bundle administrator needs to be reassigned to a different member of the corporate membership