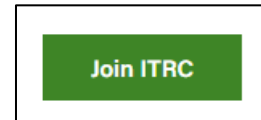


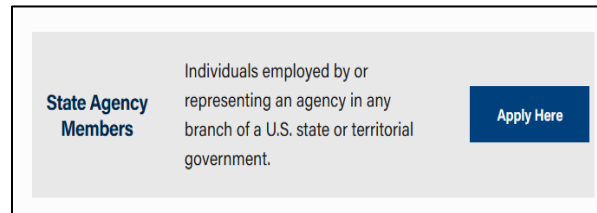
ITRC Membership & Project Teams Registration Instructions

Applying for ITRC Membership

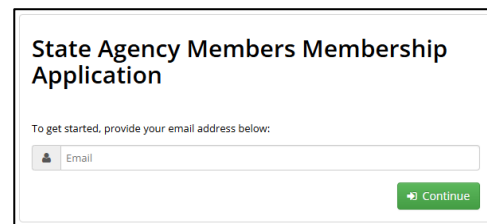
1. Individuals must register for membership by visiting ITRC’s “How to Join” webpage at <https://itrcweb.org/membership-join/>.



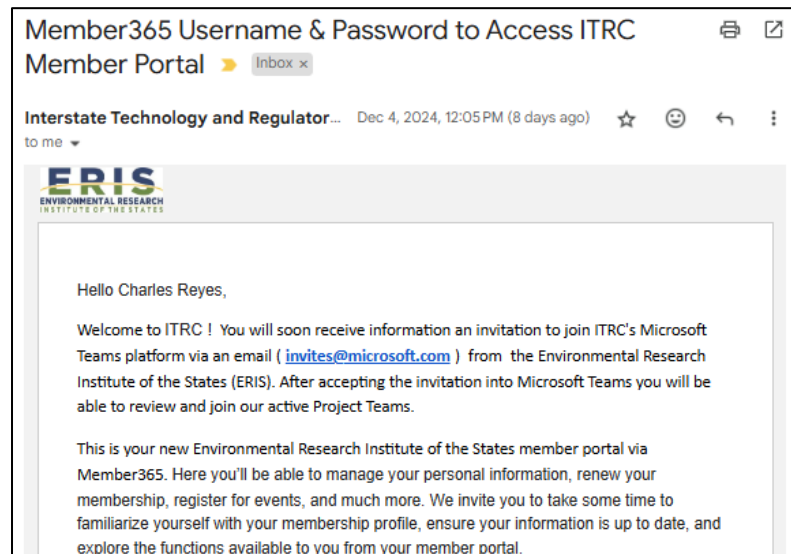
2. Click on the membership application box that matches your affiliation to be directed to **Member365**, ITRC’s membership management service.



3. Complete and submit the application form at **Member365**. ITRC staff will review and approve your application for membership, or let you know if more information is needed.



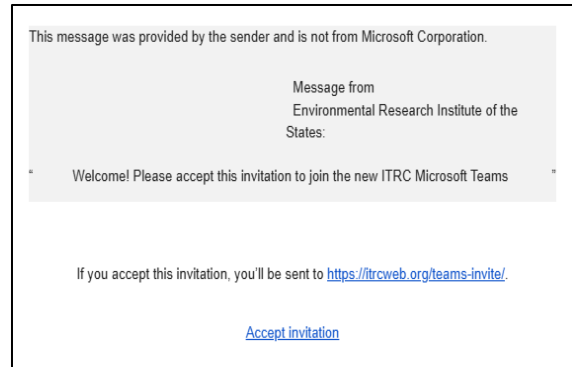
4. After your membership is approved, you will receive a Welcome Email from ITRC with your Username (your email address) and Password for **Member365**.



5. Congratulations and Welcome to ITRC!!! Your **Member365** account will only be used in the future for updating your contact information, renewing your annual membership, and (IAP Companies Only) paying annual dues.

Joining an ITRC Project Team via Microsoft Teams

1. Within 4 hours of receiving your Welcome Email from ITRC's Member365 platform, you will receive an email invitation from **Microsoft Invitations on behalf of the Environmental Research Institute of the States (invites@microsoft.com)**. The email will be sent to the email address you used for your Member365 application.



Note: If you don't receive an invitation, check your spam/junk email or follow the instructions in Step 4 below.

2. **Accept the invitation to join ERIS/ITRC's Microsoft Platform.**
3. Congratulations! You are now a Guest User in ITRC's **Microsoft Platform**.
4. Setting up your Microsoft Teams account with ERIS/ITRC.
 - If you received and accepted the email invitation, you will be redirected to instructions for setting up your Microsoft account and Getting Started with ERIS/ITRC on **Microsoft Teams** at <https://itrcweb.org/teams-invite/>.
 - If you didn't receive the invite, try the same instructions at <https://itrcweb.org/teams-invite/>. Following these steps will often "trigger" the invitation and acceptance of our invitation.
 - **You must use the log-in credentials you use for your organization/personal Microsoft account.** Do not use your Member365 account information.
5. You are now in the "Environmental Research Institute of the States" **Microsoft Teams** and a member of the "ITRC Membership-All Team". Visit the Pinned Post for instructions about how to join our active Project Teams to begin your work with ITRC.

Questions?

Applying for ITRC Membership (Member365): Taylor Voelkel (tvoelkel@ecos.org)

Joining an ITRC Project Team (Microsoft Teams): Sabrina Heivilin (sheivilin@ecos.org)