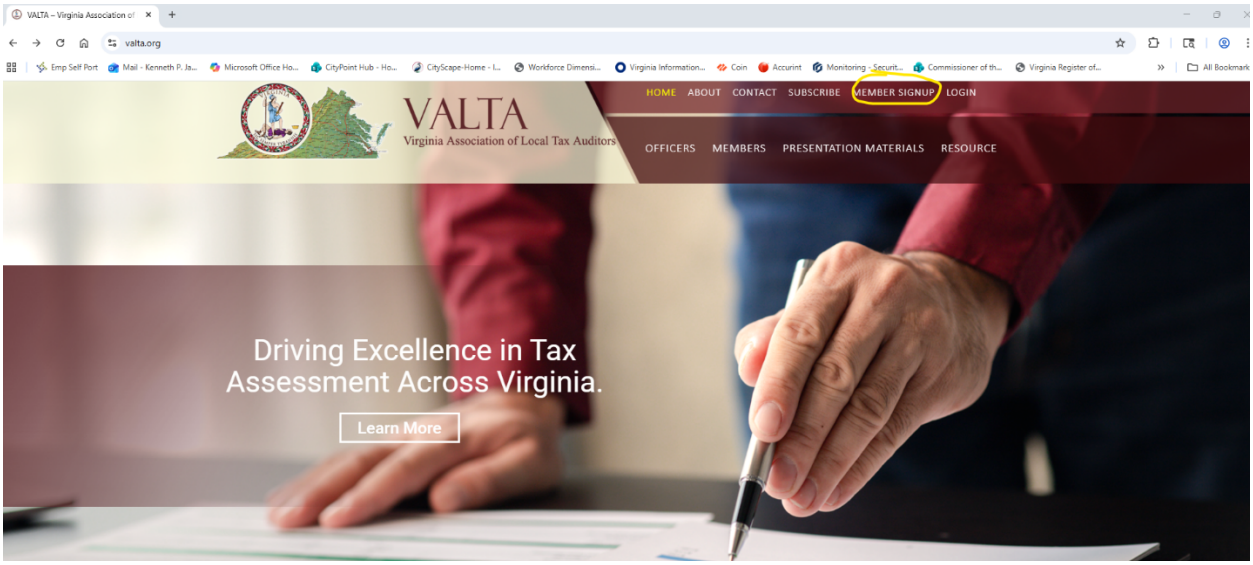
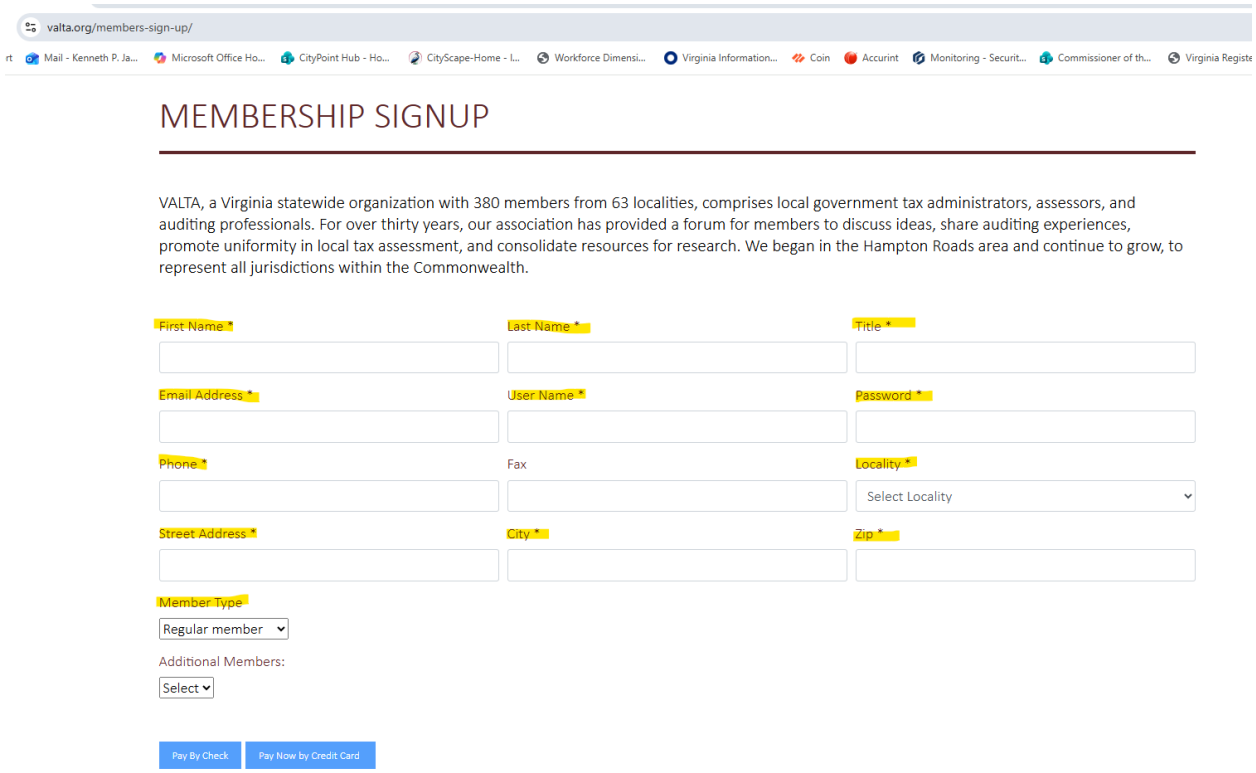
Step 1 – go to https://valta.org/

Step 2 – Choose Member Signup



Step 3 – Fill in the information for the member. If you are an administration assistant or are not becoming a member, please complete the section below for the primary member (usually the Commissioner of Revenue or Chief Deputy).

Note Regular members are any COR/Finance Department employees and have voting rights within the organization. Associate members are non-COR/Finance Department employees and cannot vote.

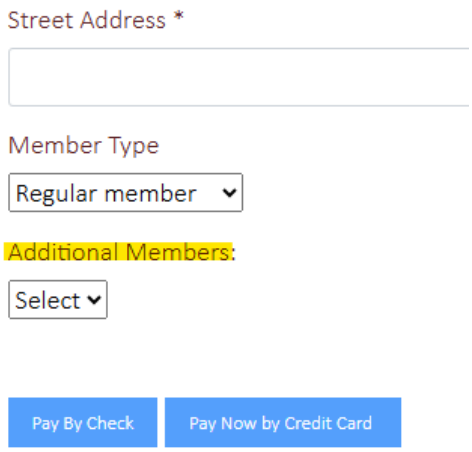


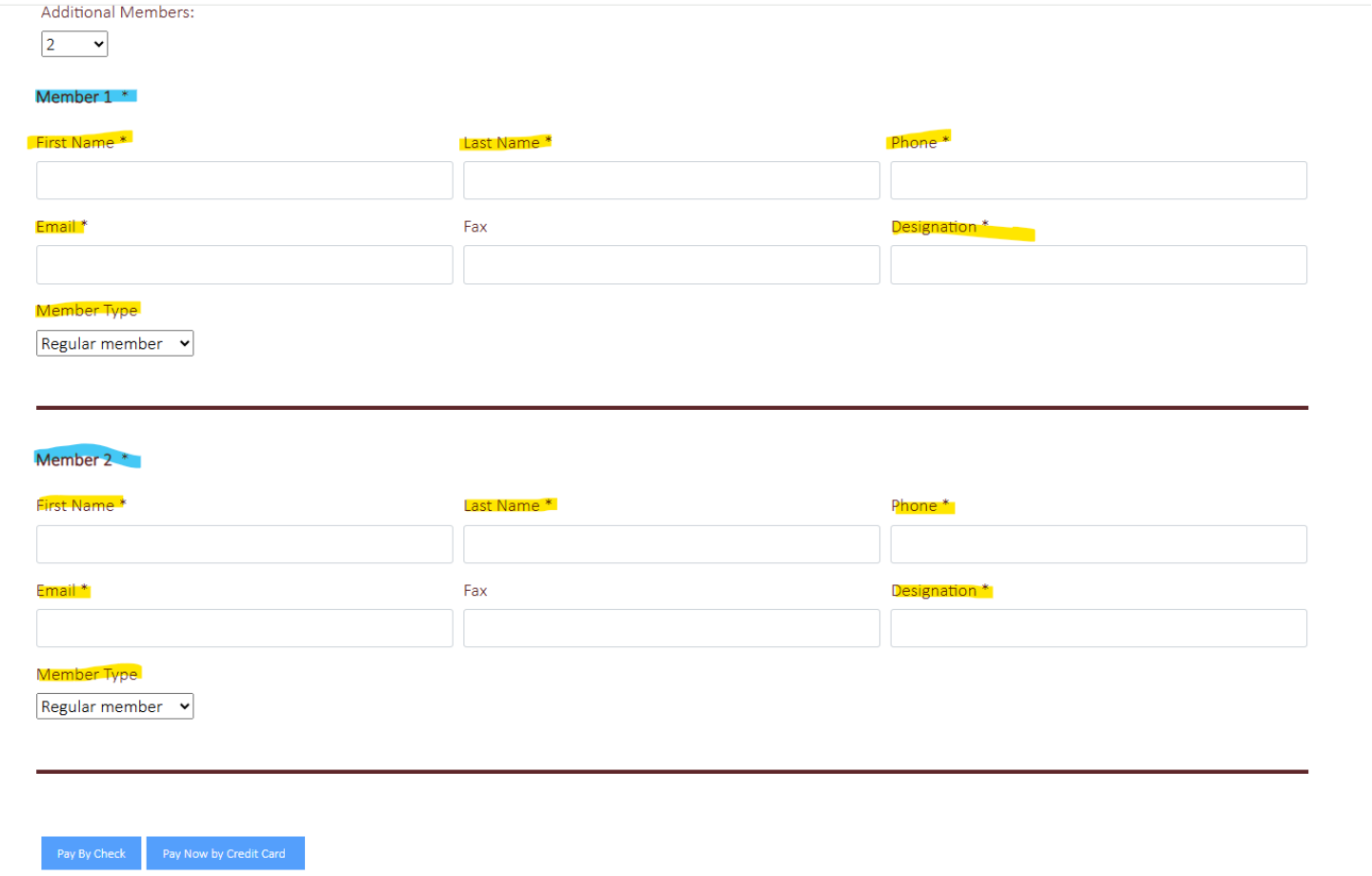
(continues)

Step 3 (continued)

If you are only signing up for yourself or signing up one individual, you can choose Pay by Check or Pay Now by Credit Card. If you have additional members, please continue to Step 4.

Step 4 – If you have additional members, please select the additional number of members you need to add. In this example, 2 additional members are chosen.



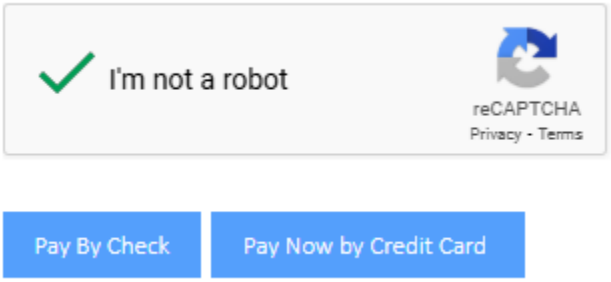


(continues)

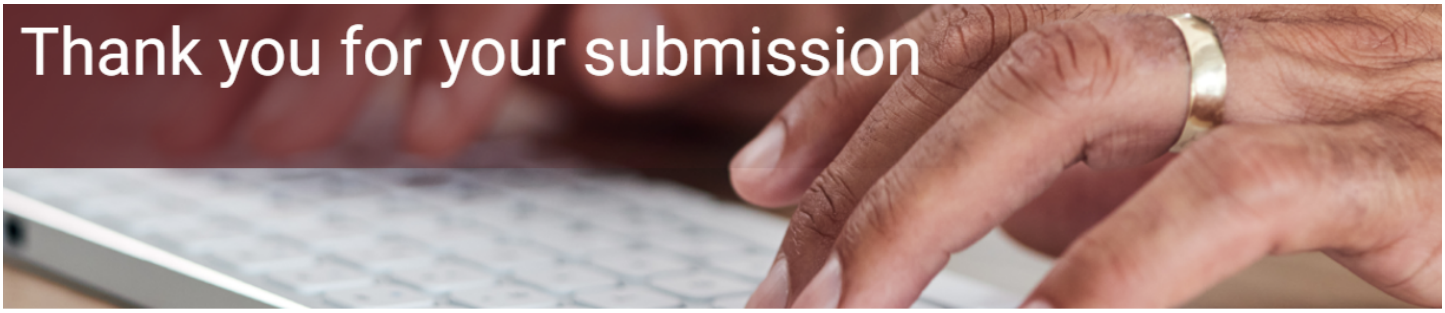
Step 4 – (continued)

The difference between the screenshots in Step 3 and Step 4, is that in Step 3, the member can choose a username and password to sign into the system later. Using Step 4 to add additional members will default their username to their email address, and they will have to reset their password by choosing the "forgot password" feature when trying to sign into the website.

Step 5 – When finished (either from Step 3 or Steps 3 & 4), you can choose to either Pay By Check or Pay Now by Credit Card. You may have to verify you are human using CAPTCHA.



Pay by Check:



Thank you for your Member Registration. Please check your inbox for details and confirmation.

Check your email for invoice (check your junk folder if you did not receive). If you did not receive it, check with your IT department to make sure the domain @valta.org is whitelisted. If you do not receive an invoice, do NOT register again. Please email VALTA at admin@valta.org with the issue and one of the officers will check the membership registration and can send you an invoice. Address to submit payments is at the end of the document.

Pay by Credit Card:

Check your email for a receipt (check your junk folder if you did not receive). If you did not receive it, check with your IT department to make sure the domain @valta.org is whitelisted. If you do not receive a receipt, do NOT register again. Please email VALTA at admin@valta.org with the issue and one of the officers will check the membership registration and can send you a receipt.

Payment Information:

Submit payments to:

Virginia Association of Local Tax Auditors - or - VALTA
PO Box 15285
Chesapeake, VA 23328-5285