

Instructions for Accessing Washington State PTA Member Enrollment

Use the following instructions to enter your PTA Members

1. Open your internet program and go to the Washington State PTA website at <http://www.wastatepta.org> Click on the "member enrollment" button in the upper right-hand corner. Follow the instructions to maintain your PTA's membership information.
2. This brings up the Membership Login. Enter your "Login & Password" and press "sign on". (Passwords were supplied in the leadership packets that were handed out at the leadership training workshop in your region. If you will be entering PTA members and have not received a password, please contact support@wastatepta.org.)
3. Under "Your Profile" on the left hand side is "Enrollment Instructions". This will give you all the details on how to enroll your members.
4. If you have any problems accessing or the online member enrollment program, please contact the Washington State PTA office by phoning 253-565-2153 or 1-800-562-3804, by faxing 253-565-7753 or by email at support@wastatepta.org.