How to register for a BOLLI membership
(New Members ONLY)

**Step 1:** Navigate to the BOLLI registration page at [http://www.brandeis.edu/bolli/prospective-members/become-a-member/register-now.html](http://www.brandeis.edu/bolli/prospective-members/become-a-member/register-now.html) and then click on the “Register Now” button. This will take you to the registration home page as shown below.

**Step 2:** Click on “Create an account” to begin a new application.
Step 3: Please enter the requested information (Email address, First/Last Name and Birthdate) to create a new account. Then click “Continue”.

*Please note that your birthdate is only requested in the event that a password reset is needed. You will be asked to re-enter your birthdate in step 5.*

*If you’d prefer not to use your own birthdate, please pick a memorable date as you will need to recall this to verify your account.*
Step 4: You will need to log into your email account (the one you provided in the previous step) to retrieve an email to activate your account. Once you open the email, click “Activate Account”. (Take note of the temporary PIN number, as this is needed for the next step)

Step 5: Please enter your temporary pin from the email and the birth date, as entered in step 3. Then click “login”.

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**Login**

Email: mmedeiros+other@brandeis.edu
Account: Testerson, SGLOther
Temporary PIN: [Enter temporary PIN]
Birthdate: January 1, 2001

[Login]
Step 6: Create a password for your account. This must include the following: at least 8 characters long, with at least one letter, one capital letter and one number. You will need to re-enter this into the “New Password (Again)” line. Then click “Set Password”
**Step 7:** On the home page, click on “Start New Application”.

**Application Management**

<table>
<thead>
<tr>
<th>Your Applications</th>
<th>Status</th>
<th>Started</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have not yet started an application using this account.</td>
<td></td>
<td></td>
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</tbody>
</table>

[Start New Application]

**Step 8:** In the pop-up window, click “Create Application” to begin a BOLLI membership application.
Step 9: Please click “Open Application” to go to the first page of the new application.
Step 10: On the first page, you will see instructions for completing your application. Click “Continue” to go to the next page.
Step 11: On the personal information page, please enter the requested information making sure to include at least one telephone number. Click “Continue” at the bottom of the page to proceed.
Step 12: On the Membership Selection page, carefully review the pricing table at the top and then answer the following questions to determine the best membership option to select. Then click “Continue” at the bottom of the page to proceed.

(IF YOU SELECTED A LECTURE AND ACTIVITIES MEMBERSHIP, CLICK CONTINUE ON THE PAGE AND THEN SKIP TO STEP 14 OF THIS USER GUIDE)
Step 13: Please carefully review and answer the Course Constraints questions and input your course preferences. We strongly recommend listing at least 5 course preferences.

(IF YOU SELECTED A LECTURE AND ACTIVITIES MEMBERSHIP IN STEP 12, YOU WILL NOT SEE THIS PAGE AND CAN SKIP TO STEP 14 OF THIS USER GUIDE)
Step 14: On the photography waiver page, please read the waiver carefully and click “I agree”. Then click “Continue” at the bottom of the page to proceed. If you do not agree, please select “I do not agree” and then click “Continue” at the bottom of the page.

*Your answer on this page has no effect on your status or membership at BOLLI.*
Step 15: On the Emergency Contact page, you will be asked for information on your emergency contact. Please note that this page is optional. Then click “Continue” at the bottom of the page to proceed.
**Step 16:** On the additional information page, please carefully read and answer the following additional questions. Then click “Continue” at the bottom of the page to proceed.
Step 17: On the confirmation page, please carefully review your membership selection and price that you will be prompted to pay for.

Please note: If you need to change your membership type, you can navigate back to the Membership Selection page by clicking the link labeled “Membership Selection” on the left hand side of the page.

Otherwise, click “Continue” at the bottom of the page to proceed to the final “Submit” page.
Step 18: If there are any errors or missing required information, you will be prompted to navigate back and enter in the missing information. If you do not see any error messages you can click “Submit Application” to submit your application for BOLLI membership.

Step 19: In the pop-up window, please click “OK” to proceed with your application submission and to submit payment.
**Step 20:** Upon successful completion of your application, you will be taken to a home page where you can see what your membership fee is. Please click on “Submit Payment for [amount] USD” to proceed to enter your payment information.

*To avoid delays in your membership, please submit your payment in a timely fashion.*
**Step 21:** On the payment page, please enter all relevant payment information. Once you have entered all information, please click “Submit Payment” at the bottom of the screen. You will receive an email confirmation sent to the email address connected to your account.
Should you experience any issues with your application at any time including issues with submitting payment, please reach out to Matt Medeiros at 781-736-2992 or mmedeiros@brandeis.edu