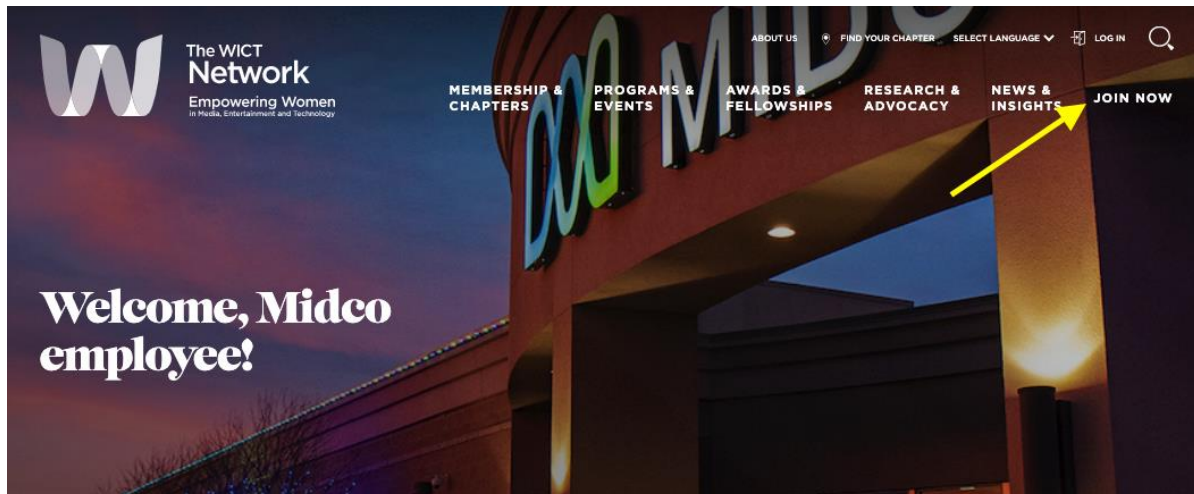


## Instructions to utilize The WICT Network | Midco Portal

1. Please go to the [Midco landing page](#) and click the **Join Now** button in the top right-hand corner of the screen.



In demonstration of its support for your professional growth, Midco covers the expense of membership in The WICT Network.

**New members:** Click [here](#) to begin the membership application. Once on the join/set password screen, please click the **Set Password** button to create your account. Remember to use your corporate email address when you set up your membership.

2. Once you're on the Join/Set Password Page, please click **Set Password** before typing in anything in the email address or password text boxes.

A screenshot of the 'Join / Set Password' page. The page features the WICT Network logo and the text 'Join / Set Password'. Below this, there is a message: 'Existing users, click SET PASSWORD below to choose a new password for your account with The WICT Network. New members, click SET PASSWORD to join for the first time.' There are two input fields: 'Email Address' and 'Password'. Below the input fields is a large blue 'Sign in' button. A yellow arrow points to a 'Set Password' button located below the 'Sign in' button. Below the 'Set Password' button, there is a note: '\* For most users, this is your work email.' and a link for 'Forgot Password?'.

3. **New Members:** On the next page you will be asked to **enter in User Details**. This is where you will make your account. Please use your **@midco.com** email address. Once you've completed the User Details, please click the **Create** button.

The WICT Network  
Empowering Women  
in Media, Entertainment and Technology

### User Details

Enter the email address for your account with The WICT Network. For most users, this will be your work email. Then choose a new, secure password.

**Email Address**  
jane.doe@midco.com

**New Password**  
\*\*\*\*\*

**Confirm New Password**  
\*\*\*\*\*

**Given Name**  
Jane

**Surname**  
Doe

**Display Name**

**Create** **Cancel**

**Renewing Members:** We've recently updated our website. For security purposes, if you haven't visited our site this year, you may be prompted to reset your password. If so, click the blue **Set Password** button (as shown in image above). Ensure you create your new password using the email address associated with your www.wict.org account.

4. Next, you'll be taken to the general membership application page. This is where you will provide contact information. *Please note for Midco employees who are renewing their membership through the portal, this information will be prepopulated, they will not need to fill it out year after year, just verify that it is correct and make any updates if needed.*

## General

**First Name**  
Jane

**Last Name**  
Doe

**Middle Name**

**Suffix** ▼

**Primary Email**  
jane.doe@midco.com

**Alternate Email**

**Company Information**

**Company \***  
Midco

**Job Title \***  
Employee

**Street 1 \***  
42 Wallaby Way

**Street 2**

5. Proceed to the next page to fill out Midco specific information and select your primary chapter. Midco employees should select **Midwest** as their primary chapter.

**Midco**


Are you an exempt (salaried) employee? \*

Check if you are a Director level or above \*

Please type manager's name. If your manager doesn't appear in our system, please press + to add them +

Midco Department \*  
Human Resources & Corporate Communications

Midco Location \*  
Sioux Falls

Select Primary Chapter \*   
Midwest

By checking this box, I confirm that I have shared my intent to join/renew with my manager, and I acknowledge that Midco's support of my membership in The WICT Network is subject to review of my participation.

I agree \*

Title Designation \*  
Sr. Manager

Occupational Emphasis \*  
Human Resources / Training

Year Joined Industry \*  
2012

Who referred you to The WICT Network?  
Referred by Email Address

Next

6. Once complete, please click **Next** and proceed. Please select your membership level (depending on the title designation you selected on the previous page; only certain membership types may be available to you for selection). **Click the name of the membership level you'd like to select.** Then click **Add to Cart.**

Corporate Memberships - Select your membership level



Corporate Executive Membership  
Corporate Executive Membership



Corporate Regular Membership  
Corporate Regular Membership

## Corporate Regular Membership



Corporate Regular Membership

Price: \$0.00

ADD TO CART

7. Lastly, you'll see your membership type and primary chapter in your cart. Please review and if correct, you can go ahead and **Proceed to Checkout** to finish the portal opt in process.

## Shopping Cart

PROCEED TO CHECKOUT

	Description	Qty	Unit Price	Total Price
X	Midwest - 1 Year	1	\$0.00	\$0.00
X	Corporate Regular Membership	1	\$0.00	\$0.00

### COUPON CODE

*If you have a coupon code, please enter it in the box below.  
Adding or removing items will require the coupon code to be re-entered.*

Coupon code

Apply coupon

### CART SUMMARY

*Shipping and taxes are calculated at checkout.*

Subtotal	<b>\$0.00</b>
Discounts	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

PROCEED TO CHECKOUT