

# GUIDE TO RENEWING YOUR MEMBERSHIP

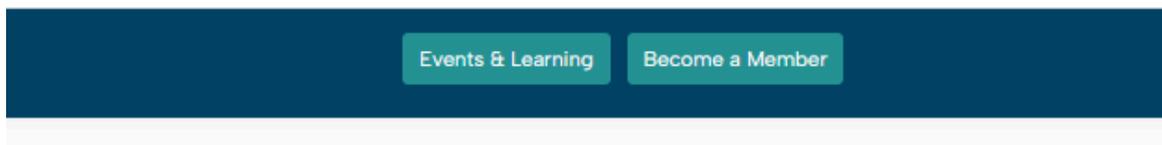


# Renewing Membership

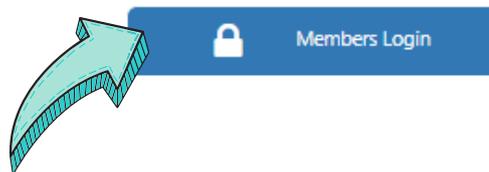


## Step 1

Sign into your account [here](#). Please note that only company administrators have the ability to view invoices & renew their institutions membership.



To Access Member Only Content, Please Sign-in



## Step 2

Click on "Manage My Account".

To Access Member Only Content, Please Sign-in

Howdy, JSEINFELD@AOL.COM | [Log Out](#)



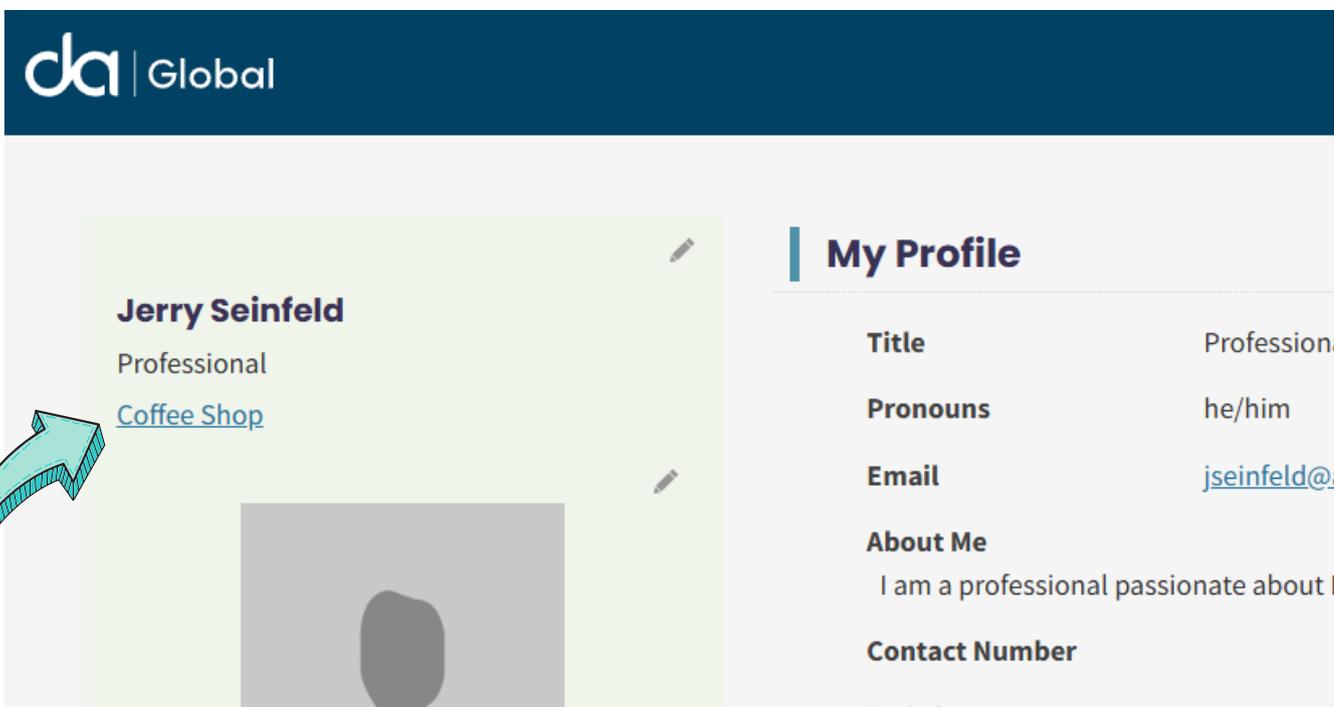
# Renewing Membership



## Step 3

Go to your organizational profile.

- You can find the hyperlink to your organization's profile on the left hand side of the screen just above your profile picture. Click here.



da | Global

**Jerry Seinfeld**  
Professional  
[Coffee Shop](#)

**My Profile**

<b>Title</b>	Profession
<b>Pronouns</b>	he/him
<b>Email</b>	<a href="#">jseinfeld@</a>
<b>About Me</b>	I am a professional passionate about l
<b>Contact Number</b>	

# Renewing Membership

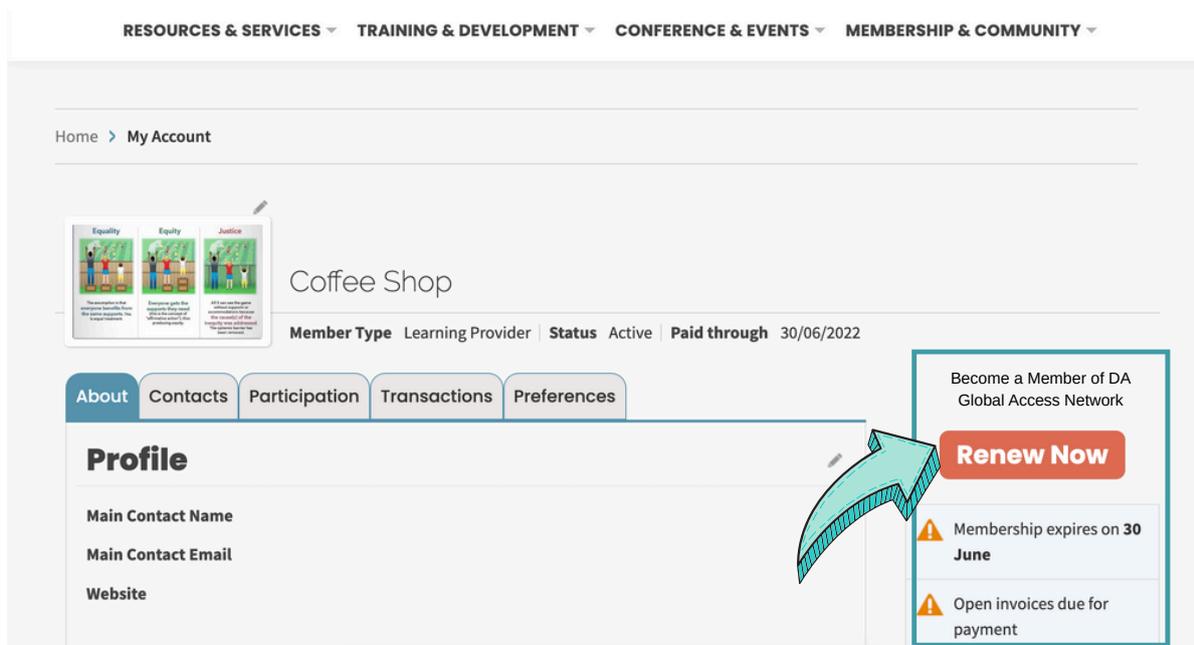


## Step 4

Renewals can be paid by credit card, US bank transfers, or check.

To pay by credit card or US bank transfers, click the “Renew Now” button on the right side of the screen. Follow steps 4 -6.

To simply view the invoice, skip to steps 7-9.



The screenshot shows the 'My Account' page for a member named 'Coffee Shop'. At the top, there are navigation tabs: RESOURCES & SERVICES, TRAINING & DEVELOPMENT, CONFERENCE & EVENTS, and MEMBERSHIP & COMMUNITY. Below these is a breadcrumb trail: Home > My Account. The member's profile information includes: Member Type: Learning Provider, Status: Active, and Paid through: 30/06/2022. There are tabs for About, Contacts, Participation, Transactions, and Preferences. The 'Profile' section is active, showing fields for Main Contact Name, Main Contact Email, and Website. On the right side, there is a 'Renew Now' button in a red box. Below the button, there are two warning messages: 'Membership expires on 30 June' and 'Open invoices due for payment'. A large blue arrow points from the 'Renew Now' button towards the left side of the page.

# Renewing Membership



## Step 5

Payment by credit card/US bank transfer:  
Click "Update Cart".

Home > My Account

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### Global Learning Organization

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Term dates 01/07/2021 to 30/06/2022

**Membership Fees**

Item	Unit Price	Quantity	Amount	Balance
<input checked="" type="checkbox"/> Global Learning Organizations	3,645.00	1	3,645.00	3,645.00

Subtotal 3,645.00

[View Cart](#) [Update Cart](#)



# Renewing Membership

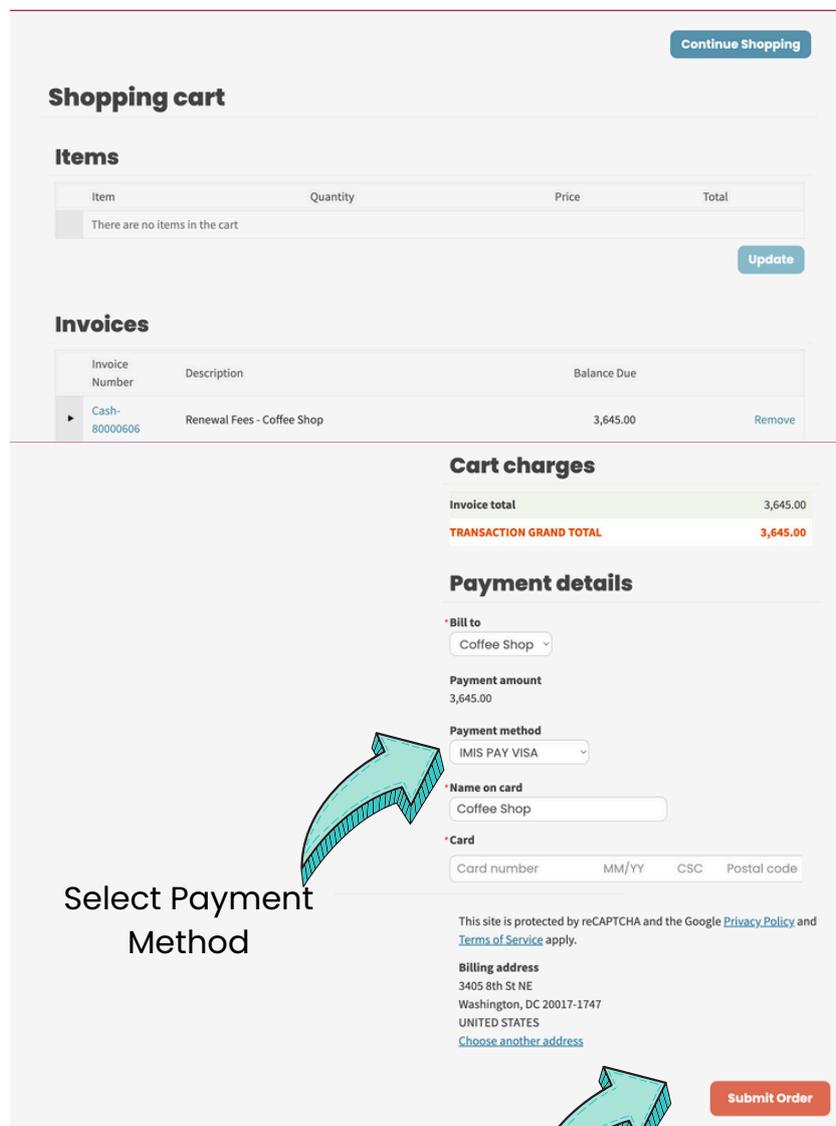


## Step 6

Payment by credit card/ US bank transfer:  
Select your payment method.

- Credit Card: "IMIS Pay Visa"
- US Bank Transfer: "ACH"

Finally click "Submit Order".



The screenshot shows a web interface for renewing a membership. It includes sections for 'Shopping cart' (empty), 'Invoices' (one invoice for Renewal Fees - Coffee Shop), 'Cart charges' (Transaction Grand Total: 3,645.00), and 'Payment details'. The 'Payment method' is set to 'IMIS PAY VISA'. A red button 'Submit Order' is at the bottom right. Two teal arrows point to the 'Payment method' dropdown and the 'Submit Order' button.

**Shopping cart**

**Items**

Item	Quantity	Price	Total
There are no items in the cart			

**Invoices**

Invoice Number	Description	Balance Due
Cash-80000606	Renewal Fees - Coffee Shop	3,645.00

**Cart charges**

Invoice total	3,645.00
<b>TRANSACTION GRAND TOTAL</b>	<b>3,645.00</b>

**Payment details**

\*Bill to: Coffee Shop

Payment amount: 3,645.00

Payment method: IMIS PAY VISA

\*Name on card: Coffee Shop

\*Card: Card number, MM/YY, CSC, Postal code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Billing address: 3405 8th St NE, Washington, DC 20017-1747, UNITED STATES. [Choose another address](#)

**Submit Order**

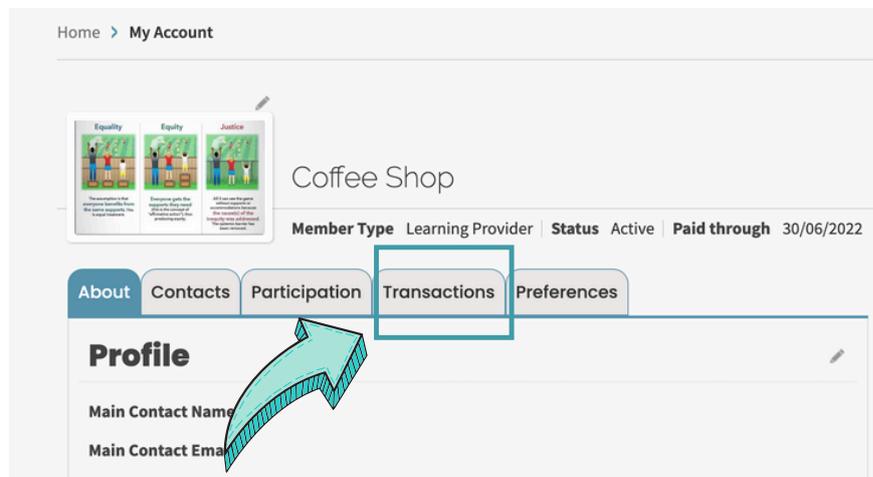
Select Payment Method

# Renewing Membership



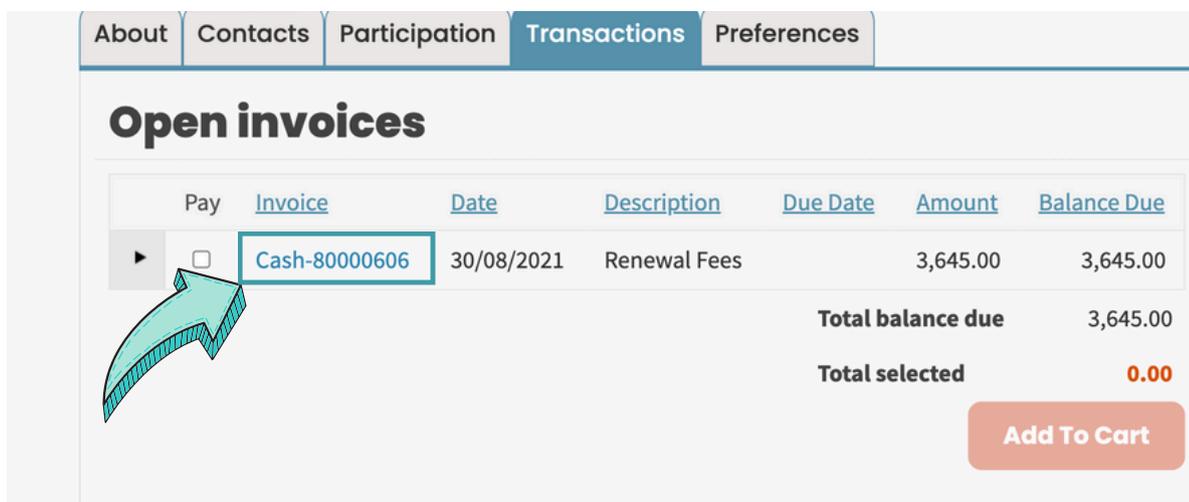
## Step 7

View & Print Invoice: Click "Transactions".



## Step 8

View & Print Invoice: Click on the invoice number.

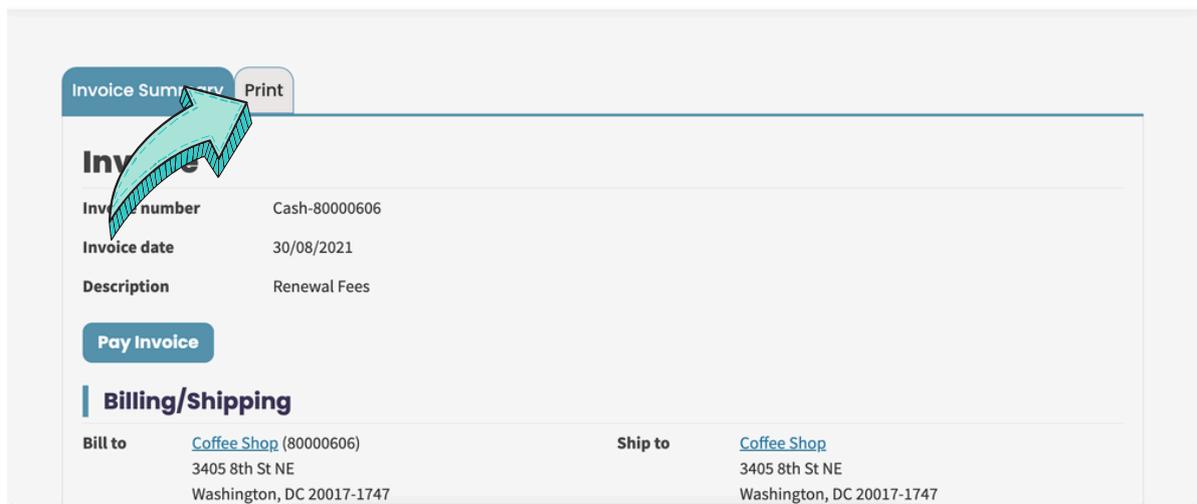


# Renewing Membership



## Step 9

View & Print Invoice: Click the "Print" tab to download your invoice.



Your invoice can be downloaded as an excel or PDF by clicking on the corresponding icon.

