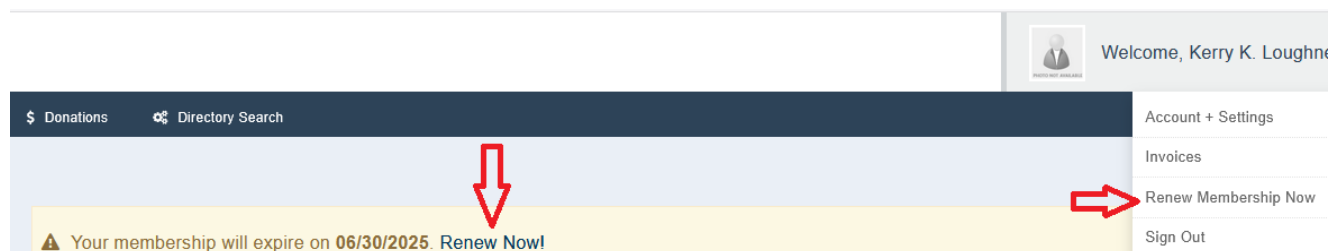


## INSTRUCTIONS FOR FCBA MEMBERSHIP RENEWAL

- **SIGN IN to your account.** If you are renewing on behalf of a member, use their credentials (username and password).
- **Once in your profile, there are two ways to renew. Click Renew Now or click Renew Membership Now in the Welcome Menu.**



- **IMPORTANT NOTE: If your membership type has changed, please email [elina@fcba.org](mailto:elina@fcba.org) BEFORE paying your dues.**
- Fields with \* asterisk are required. You must **Save Changes** in order to proceed.
- Follow the prompts and **submit your payment**. You will receive an email confirmation receipt.

### Payment Processing Options

-Bill Me or Credit Card

If you're mailing a check, you should select Bill Me. You MUST include the invoice with your check and mail to the address on the order.

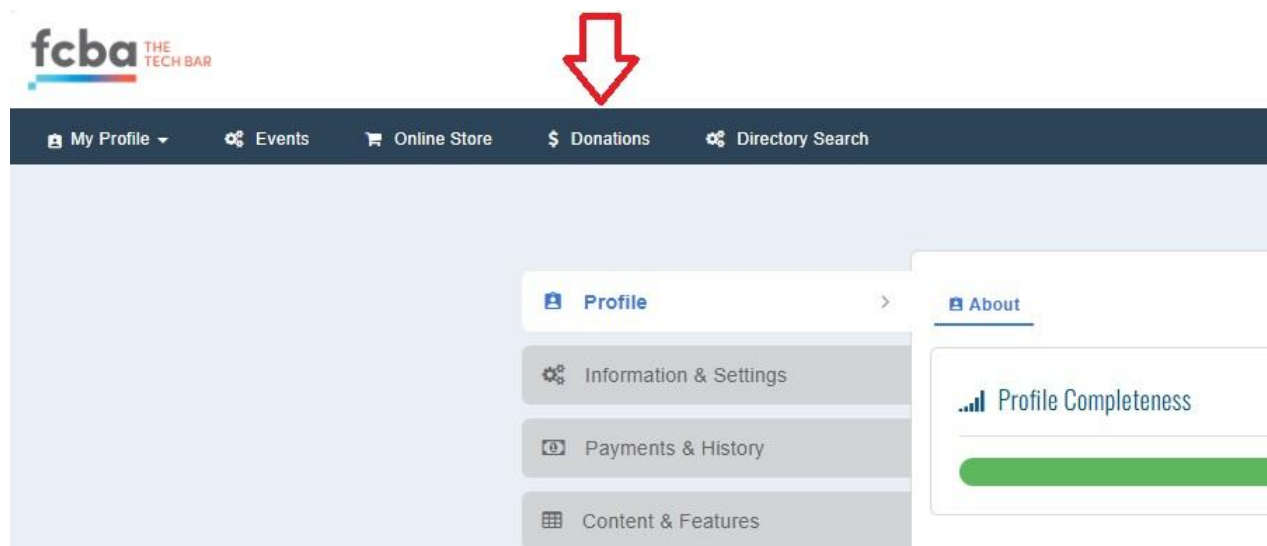
### To pay for a group of renewals at one time

Some firms and companies prefer to pay for a group of membership renewals at one time with one payment. There are two methods to do this:

- Contact Elina Gross ([elina@fcba.org](mailto:elina@fcba.org)) to obtain a list of all current members. She will work with you to determine who on that list should be renewed.
- Alternatively, each individual member can log in and process their renewal via the **Bill Me** payment type. After that, they should print out the invoice and submit for payment through their internal channels. The firm or company should then mail all invoices at one time, along with the payment.
- Payment may be made with a check or an ACH payment. For more information about processing an ACH payment, please contact Wendy Parish ([wendy@fcba.org](mailto:wendy@fcba.org)).

## **FCBA FOUNDATION**

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