

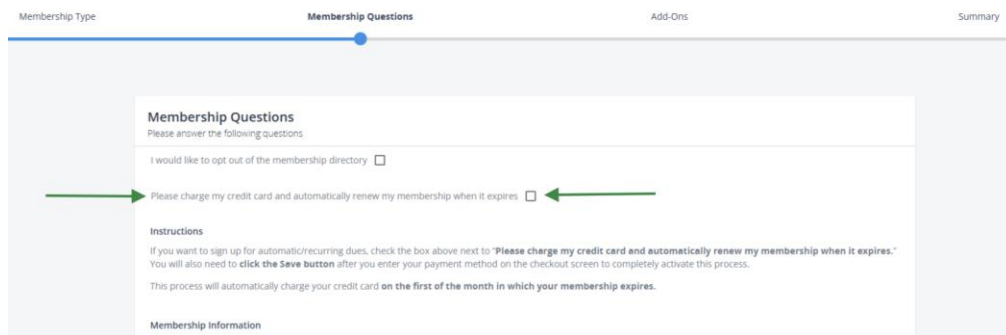
How to: MODIFY YOUR MEMBERSHIP AUTO-RENEWAL

Individuals are invited to simplify the renewal process by opting-in to automatically renew ("auto-renew") their annual SACNAS membership.

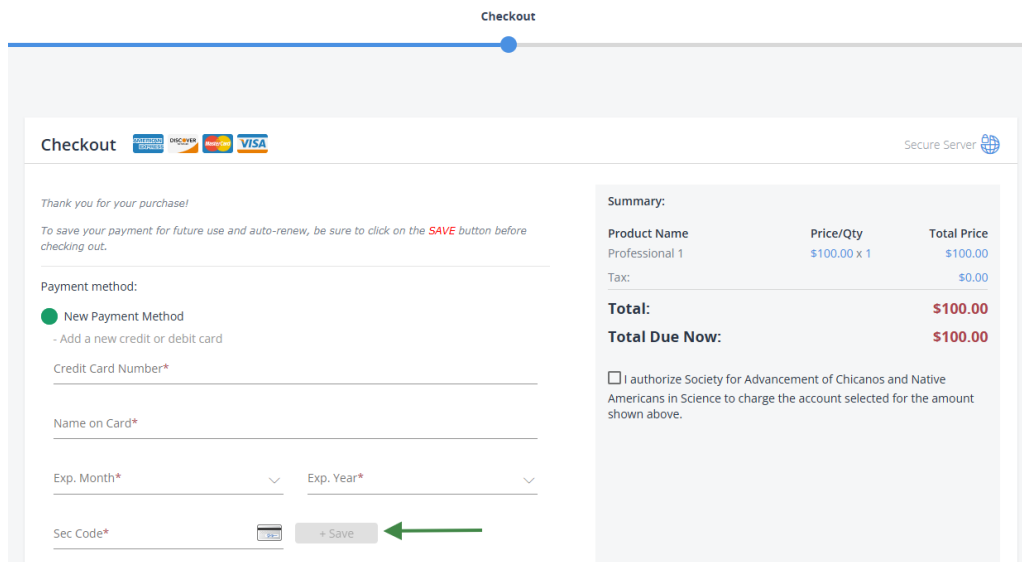
Opting-in to Auto-Renewal (New Members)

To opt-in to auto-renew, complete the following steps during the sign-up process:

1. Check the box next to "Please charge my credit card and automatically renew my membership when it expires" on the membership sign-up page, and;



2. "Save" your credit card on the check-out (payment) page



By following the the steps above, the individual agrees to allow their credit card to be charged for the membership they selected once per year (every 365 days) unless and until the individual turns off auto-renew by logging in to the member portal. For instructions, please see page 2.

Reminders

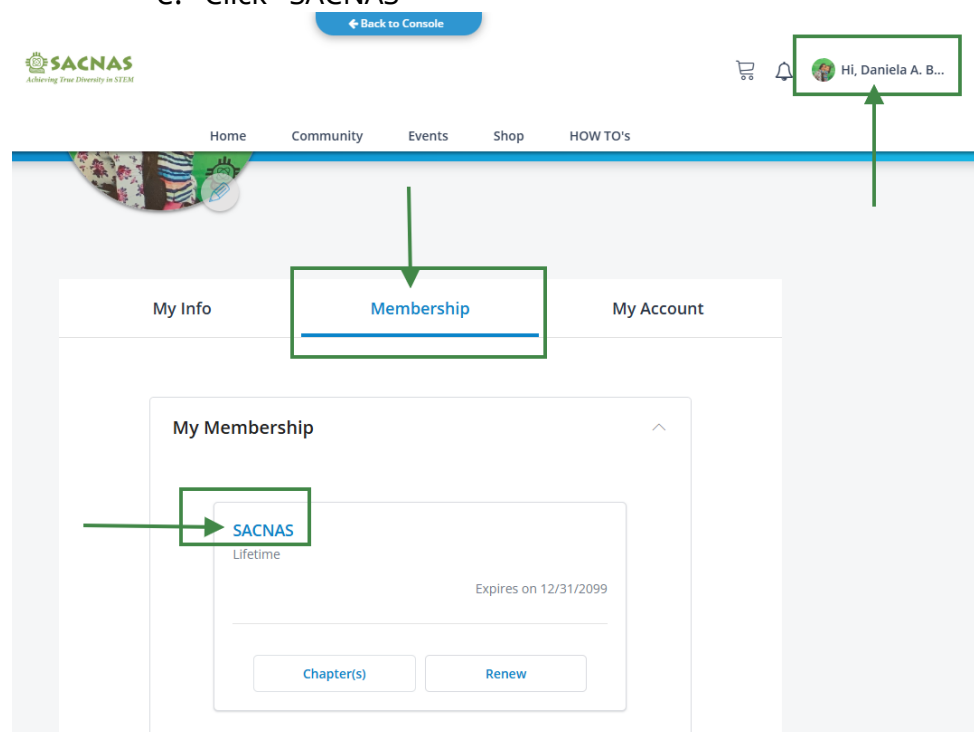
Members receive email reminders leading up to their expiration date: 60 days prior, 24 days prior, and the day of their expiration/renewal. Emails will come from sender

members@sacnas.org. We recommend adding this email address to your list of “safe-senders”.

Cancellations/ Turning off Auto-Renew


To cancel your membership/turn off auto-renew, please follow the following steps:




1. Click [HERE](https://sacnas.users.membersuite.com/profile) or go to <https://sacnas.users.membersuite.com/profile>
 - a. Log-in to your account
 - b. Click “Hi, Your Name” in the top right corner of the screen.
 - c. Click “My Profile”
 - d. Click “Membership”
 - e. Click “SACNAS”



2. Scroll down to “Billing Information” and un-check the box next to “Automatic Payments”.
3. Click “Okay” to confirm. (see screenshot on page 3)

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Other Information

[Click here](#) to see Terms of Service

I Accept the Terms of use *

☐ YES- I Accept the Terms of use

Billing Information

☐ Automatic Payments: Please automatically renew my membership when it expires.

Payment Method: No Saved Payment Method

Membership Tasks

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[Renew Membership](#)

[View Account History](#)

[Change My Chapter](#)

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