

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;

Membership Type	Membership Questions	Add-Ons	Summary
	•		
	Membership Questions		
	Please answer the following questions		
	I would like to opt out of the membership directory		
_	Please charge my credit card and automatically renew my membership when it evolves		
	Preuse charge my creat and and addiminutiany renew my memorismip when it expires		
	Instructions		
	If you want to sign up for automatic/recurring dues, check the box above next to "Please charge my or You will also need to click the Save button after you enter your payment method on the checkout scre	redit card and automatically renew my membership when it expires." een to completely activate this process.	
	This process will automatically charge your credit card on the first of the month in which your members of the second sec	bership expires.	
	Membership Information		

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

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ank you for your purchase!	Summary:		
save your payment for future use and auto-renew, be sure to click on the SAVE button before ecking out.	Product Name Professional 1	Price/Qty \$100.00 × 1	Total Price \$100.00
ayment method:	Tax:		\$0.00
New Payment Method	Total:		\$100.00
- Add a new credit or debit card	Total Due Now:		\$100.00
Credit Card Number*	Americans in Science to chan shown above.	vancement of Chicanos ar ge the account selected f	nd Native or the amount
Exp. Month* Exp. Year*			
Sec Code* + Save			

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 <u>logging in to the member portal</u>. 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



<u>members@sacnas.org</u>. 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 <u>HERE</u> 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	"SACNA	S″							
SACNAS			← Back	to Console				q		Hi Daniela A. R	
Achieving True Diversity in STEM								00	4	1	
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			Chapter(s)		Renew						

- 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)



Home Community Events Shop HOW TO's Other Information Click here to see Terms of Service I Accept the Terms of use * YES-1 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 Update Contact Info Renew Membership View Account History Change My Chapter Download My Membership Card			← Back	to Console					
Home Community Events Shop HOW TO's Other Information Click here to see Terms of Service I	SACNAS ving True Diversity in STEM						Ë	¢	쪩 Hi, Daniela A.
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