

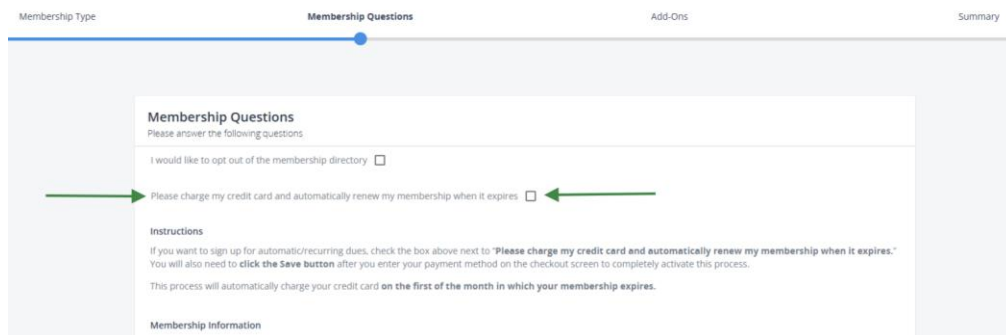
MEMBERSHIP AUTO-RENEWAL AND CANCELLATION POLICY

Effective/Updated - February 10, 2025

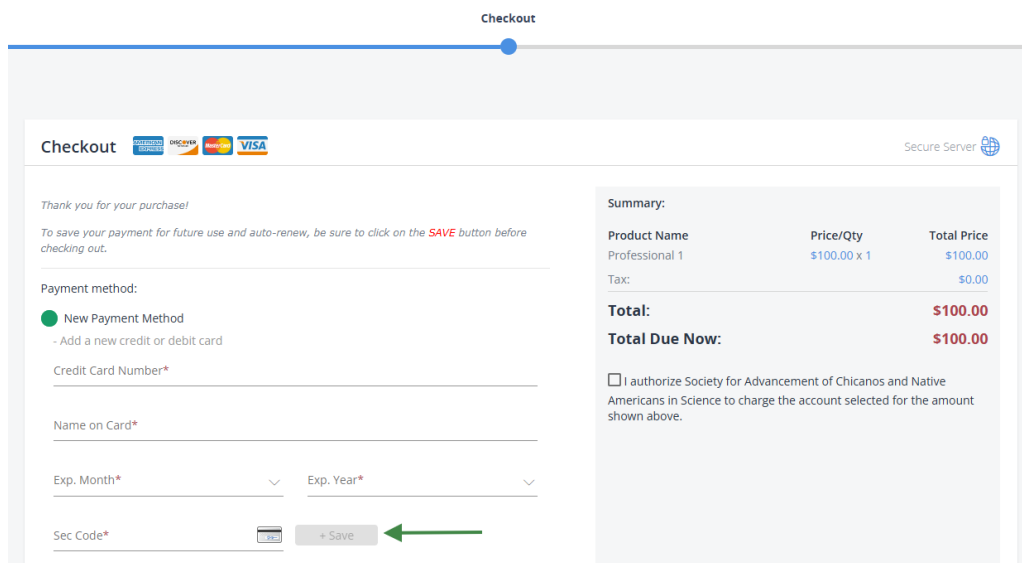
Auto-Renewal

Individuals are invited to simplify the renewal process by opting-in to automatically renew (“auto-renew”) their annual SACNAS membership. To opt-in to auto-renew, individuals must:

- 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;



- “Save” their credit card on the check-out (payment) page



Product Name	Price/Qty	Total Price
Professional 1	\$100.00 x 1	\$100.00
Tax:		\$0.00
Total:		\$100.00
Total Due Now:		\$100.00

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

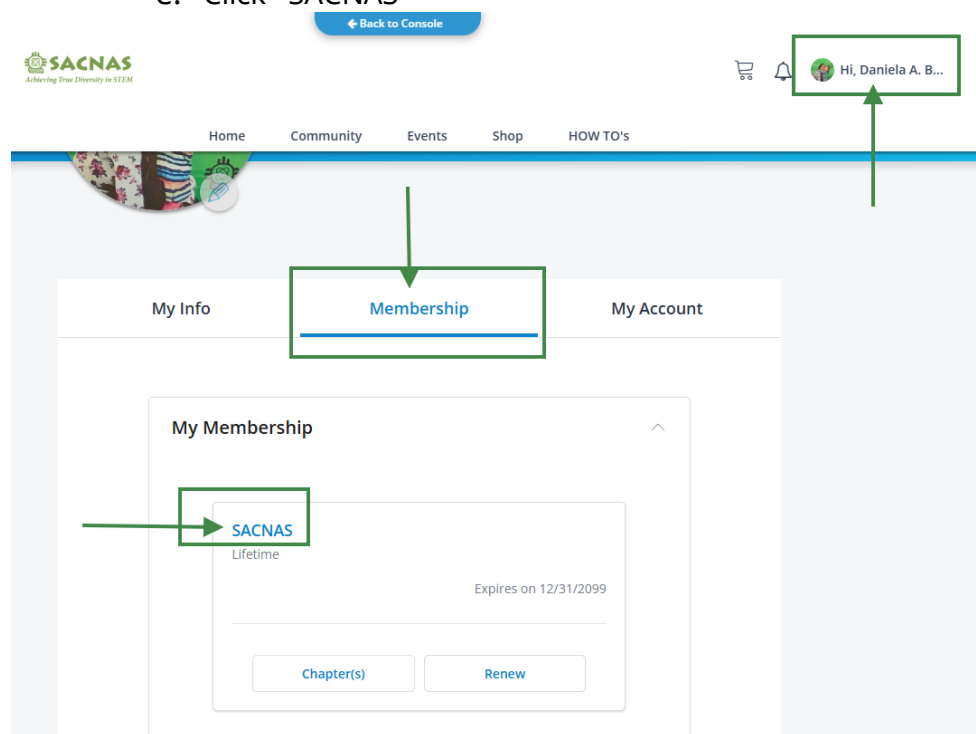
Members receive email reminders leading up to their expiration date: 60 days prior, 24 days prior, and the day of their expiration/renewal. Emails will come from sender

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

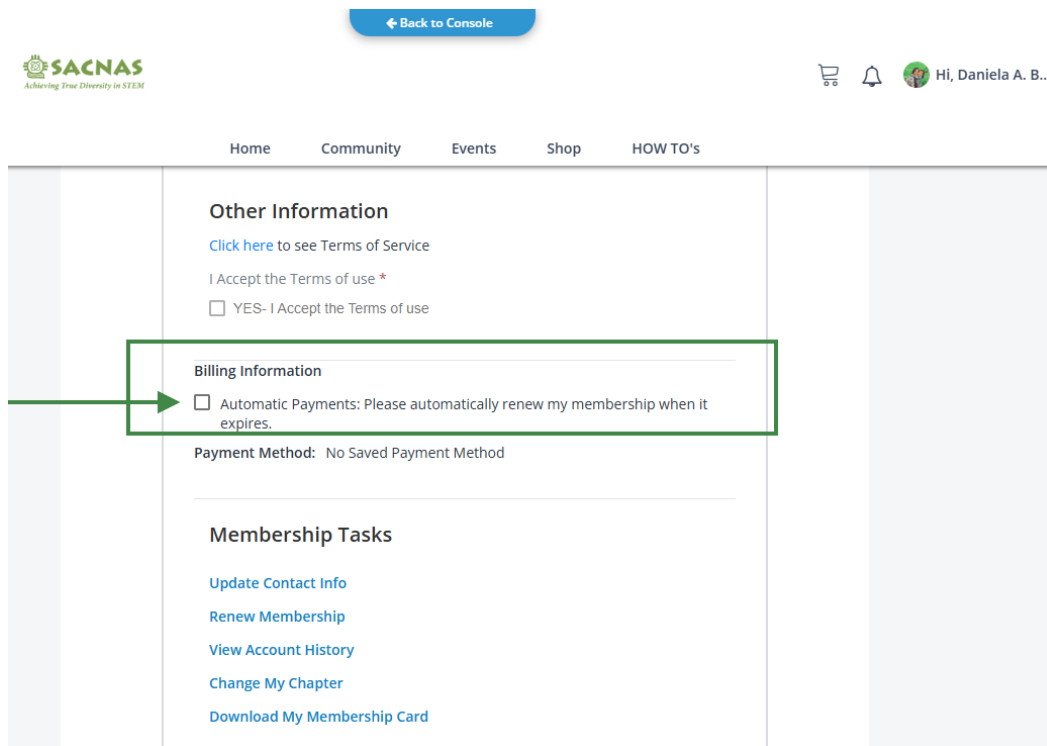
Cancellations/ Turning off Auto-Renew

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)



← Back to Console

 **SACNAS**
Achieving True Diversity in STEM

Hi, Daniela A. B...

Home Community Events Shop HOW TO's

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

[Update Contact Info](#)

[Renew Membership](#)

[View Account History](#)

[Change My Chapter](#)

[Download My Membership Card](#)

Transfers

In the case that an individual will not be using their membership, a membership can be transferred to another individual at no extra fee. To transfer your membership, please contact SACNAS Member Services at members@sacnas.org

Refunds

Membership is **non-refundable** past 3 months of the transaction date. Any refunds past 15 days but within 3 months of the transaction date are subject to a \$5 processing fee. To submit a petition for a refund, please submit [this form](https://app.smartsheet.com/b/form/3c5ccd0051f648e2992fff149a08c55b) (<https://app.smartsheet.com/b/form/3c5ccd0051f648e2992fff149a08c55b>).

For any additional questions, please contact Daniela Bernal, Director of Member Services at members@sacnas.org or daniela@sacnas.org