



International Association
of Business Communicators

**IABC
RENEW MEMBERSHIP
PROCESS**

Step 1: Login to your IABC profile and navigate to the **My Profile Page > Overview Tab.**

Step 2: Select your **Country** of currency.

Please note: Your chapter membership options will depend on the currency selected.

Step 3: Click the yellow "Renew" button under the Memberships panel

The screenshot shows the IABC website's 'My Profile' page. At the top, a navigation bar includes 'THE HUB', 'MY PROFILE', 'LOGOUT', and 'RENEW'. A dropdown menu for 'United States' is open, showing options for 'Canada', 'European Union', and 'Australia'. A red arrow points to the 'MY PROFILE' link in the navigation bar. Below the navigation bar, the page title is 'My Profile' and the 'Overview' tab is selected. The profile information shows 'No Primary Organization' and 'MEMBER SINCE 12/6/2019'. On the right side, under the 'Memberships' section, there is a 'PROFESSIONAL MEMBERSHIP' with an expiration date of 12/5/2021 and a yellow 'Renew' button. A red arrow points to this button. The footer of the page indicates 'As of: 11/9/2021'.

Step 4: Select your Payment Frequency. You can select an Annual Payment or Quarterly Payments. Click Next.

The screenshot shows the 'Become a Member' page on the IABC website. The page has a progress bar with five steps: 1. Information, 2. Membership, 3. Review, 4. Submit, and 5. Confirmation. The 'Review' step is currently active. The page title is 'Become a Member' and the sub-header is 'Purchasing for "[REDACTED] (Internal Communications)"'. Below the sub-header, there is a message: 'Please select your currency in the top right corner. Your currency will determine the chapters available to purchase. A full list of chapters and their respective currencies is available [here](#).' There is a dropdown menu for 'Payment Frequency' with 'Annual' selected. A green 'Next' button is located at the bottom right of the page.

Step 5: Select your Membership Type and Review & Checkout.

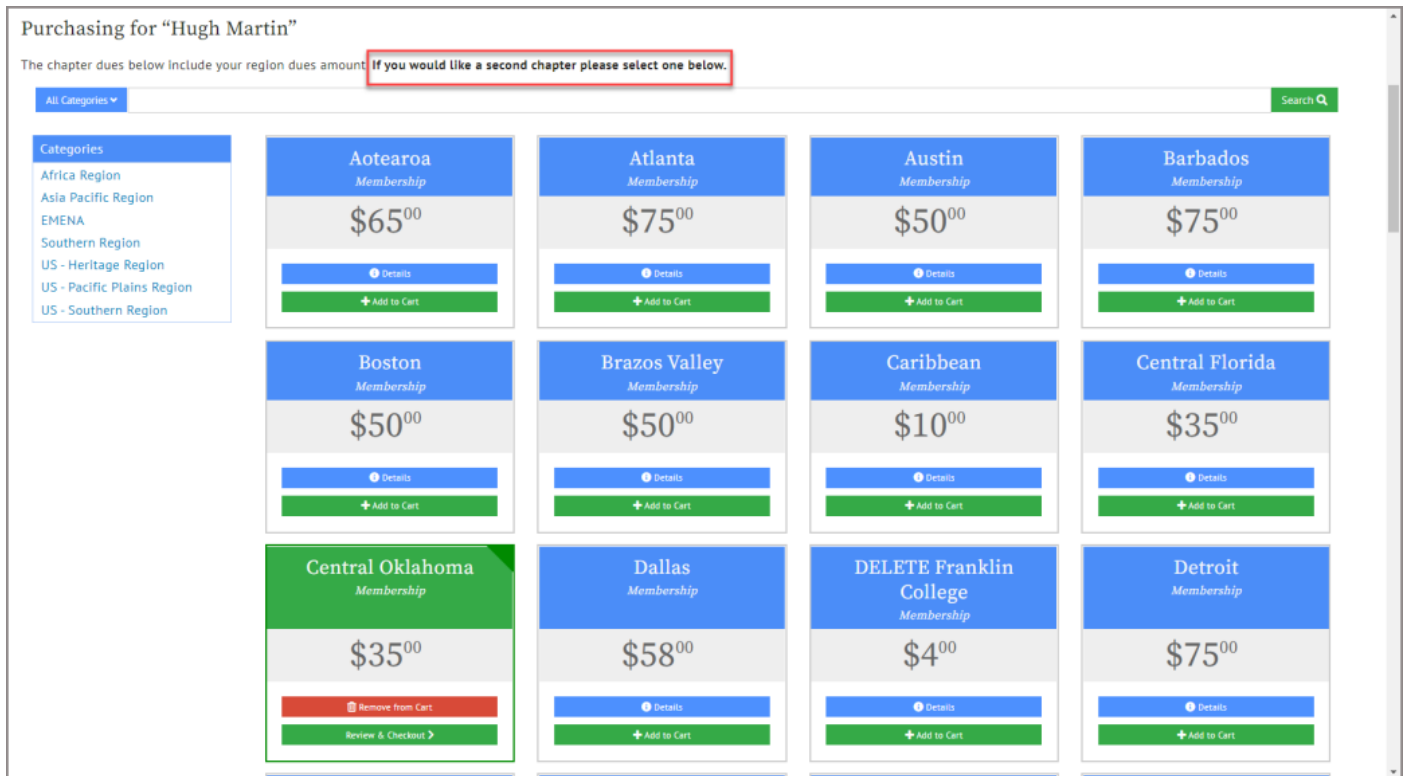
Ensure you are in the correct currency.

Step 6: Select your chapter. Click **Review & Checkout**.

Note: If you DO NOT see your chapter, you are in the wrong currency. You will need to change your currency, clear your cart and start over.

You can search for your chapter here

Step 7 (OPTIONAL): Select a secondary chapter. You can skip this step by clicking Review & Checkout at the bottom of the page.



Step 8: Checkout

From the final step of the Membership Renewal process, users can:

1. Review the Order Summary
2. Confirm or Add a Billing Address
3. Apply a Payment
4. Send a copy of the Confirmation Email
5. Submit the Order

The screenshot shows the checkout page with several sections: "Order Summary" (with a red arrow pointing to the "Order Summary" link), "ITEMS" and "TOTAL" both at \$289.00, "Billing Address" (with a red arrow pointing to the "add new billing address" link and the address "123 Walker Road Great Falls, Virginia 22066 United States"), "Payment Options" (with a red arrow pointing to the "Payment Options" link), "Confirmation Email" (with a red arrow pointing to the "Confirmation Email" link), and "Send a copy to:" with an empty input field. At the bottom right, there are "Previous" and "Submit Your Order" buttons.

Review your purchase:

Once the payment is made to the membership order, the new membership dates will be updated on the Overview Tab of the Customer Record and within the **Purchases Tab > Memberships Menu > Active Memberships**.

The screenshot shows a customer record for Hugh Martin. The navigation bar includes 'Apps > Customers App > Individuals'. The main navigation menu has 'Overview', 'Account', 'Purchases', 'Requests', 'Tasks', 'Documents', and 'Buy'. The left sidebar lists various services: 'Recent Orders', 'Recent Invoices', 'Recent Payments', 'Memberships', 'Subscriptions', 'Advertising', 'Events', 'Merchandise', 'Publications', 'Courses', and 'Certifications'. The 'Memberships' section is active, showing 'Active Memberships' and 'Inactive Memberships' tabs. Below the tabs is a table of memberships.

Type	Join Date	Effective Date	Expire Date	View	ID Card	Renew
Professional Membership	6/17/2021	6/17/2021	7/17/2022	Details	Download	
Arkansas - Primary Dates Synced Professional Membership	6/17/2021	6/17/2021	7/17/2022	Details	Download	
Central Oklahoma Dates Synced Professional Membership	6/17/2021	6/17/2021	7/17/2022	Details	Download	