



## Renew Membership

1. When it is time for you to renew your membership, your profile page will provide you with a notification to let you know that your membership has expired.

Click on the “Securely renew your membership now” link to begin the renewal process.

The screenshot shows the FBI-LEEDA website interface. At the top right, there are links for "Site Help" and "Pr". The main header features the FBI-LEEDA logo and the text "FBI-LEEDA". Below the header is a navigation menu with the following items: "About Us", "Membership", "Testimonials", "Training", "Free Summits", and "Calendar". The main content area is titled "Membership Information". A grey notification box contains the following text: "FBI-LEEDA Member", "Your current membership has expired. It expired on 11/3/2016.", and a blue link "Securely renew your membership now" which is circled in red.

2. You will be presented with a page to securely pay your Membership Dues.
  - First, validate your Membership Type and Member information:

## Membership Dues

Join or renew today! Simply fill out the form below. Once we process your dues, you will enjoy full access to the Online Member Community. Thank you for your support!

If you are signing up for the first time, this is the last step of your registration.

### Membership Information

Active Membership – \$50.00 [{ more }](#)

### Promotional Code

Enter a Promotional Code:  [{ Apply Code }](#) [{ Clear }](#)

### Member Information

|               |                                       |
|---------------|---------------------------------------|
| First Name    | FBI-LEEDA                             |
| Last Name     | Member                                |
| Email Address | fbileedamember@policeorganization.com |
| Organization  | Police Department                     |
| Address       | 123 Main                              |
| City/Town     | Anytown                               |
| Country       | United States                         |
| State         | Pennsylvania                          |
| Postal Code   | 99999                                 |
| Phone         | (555) 555-5555                        |

Check here if the billing address is the same as the member address

### Billing Information

Organization

If your Member Information is the same as your billing address, check this box to copy it into the "Billing Information" section.

- Next, validate/update your billing information:

Check here if the billing address is the same as the member address

### Billing Information

Organization: Police Department

Address\*: 123 Main

Address Cont.:

City/Town\*: Anytown

Country\*: United States

State\*: Pennsylvania

Postal Code: 99999

Phone\*: (555) 555-5555

PO Number:

Update the Professional Information section of my profile with the address and organization information entered above.

### Additional Comments

### Payment Information

- To complete the process, enter your payment information and submit.

### Payment Information

Payment Amount: \$50.00

Payment Type\*:  
 Bill Me  
 Credit Card

Name on Card\*: FBI-LEEDA Member

Card Type\*:

Card Number\*:

Card CVV Num\*: [What is this?](#)

Exp. Month/Year\*: (MM/YYYY)

Submit

**Submit Securely**

Select "Bill Me" if you wish to pay a physical invoice.

- You will see a “Thank You” page after the renewal process is complete. Clicking on the “View Invoice/Receipt” link will display printable view of the invoice/receipt.

**FBI-LEEDA**

About Us - Membership - Testimonials - Training - Free Summits - Calendar

## Membership Dues - Thank You!

[View Invoice/Receipt](#)

Thank you for submitting your membership dues. Membership dues are an investment in the organization and your own member experience.

Thanks again for your support!

*Note: If the membership dues you just submitted were part of your registration, your registration may go through an approval process before you will have access to the member community.*

- If you chose to be billed and have not yet paid your invoice, a reminder will be displayed after logging in.

**FBI-LEEDA**

About Us - Membership - Testimonials - Training - Free Summits - Calendar

## Membership Information

**FBI-LEEDA Member**

Your current membership has expired. It expired on 11/3/2016.

**Please note:** It appears you have a transaction that is still open (see below.) Your current membership and expiration may change once this transaction has been processed and closed by administration.

| Options | Status | Transaction Date | Processed | Type    | Membership        | Amount  | Balance |
|---------|--------|------------------|-----------|---------|-------------------|---------|---------|
|         | Open   | 29 minutes ago   | N/A       | Bill Me | Active Membership | \$50.00 | \$50.00 |

- Click on the “View/Print Invoice” icon for a printable view of your invoice

The screenshot shows a menu with the following items: Options, Status, and Transaction. Below the menu, there is a 'View/Print Invoice' button highlighted by a red arrow. A blue arrow points from this button to a full invoice page.

The invoice page includes the following information:

- Print** and **Close** buttons at the top.
- FBI-LEEDA logo and name.
- Invoice** title.
- Table with columns: Date, Invoice #
 

|           |           |
|-----------|-----------|
| 11/4/2016 | 300000082 |
|-----------|-----------|
- Bill To** and **Member Information** sections:
 

|  |  |
|--|--|
| FBI-LEEDA Member<br>Police Department<br>123 Main<br>Anytown, PA, 99999<br>United States | FBI-LEEDA Member<br>Police Department<br>123 Main<br>Anytown, PA, 99999<br>United States |
|--|--|
- Table with columns: PO, Terms, Due Date
 

|  |                |           |
|--|----------------|-----------|
|  | Due on receipt | 11/4/2016 |
|--|----------------|-----------|
- Table with columns: Description, Amount
 

|                    |                |
|--------------------|----------------|
| Active Membership  | \$50.00        |
| <b>Total</b>       | <b>\$50.00</b> |
| <b>Balance Due</b> | <b>\$50.00</b> |
- Text: Please make check payable to FBI-LEEDA. Remit to: FBI-LEEDA, 5 Great Valley Parkway, Suite 125, Malvern, PA 19355, 877-772-7712, Tax ID# 36-3885342.

- Click on the “Make an Online Payment” link for the option to securely pay through the site.

The screenshot shows a menu with the following items: Options, Status, and Transaction. Below the menu, there is a 'Make an Online Payment' button highlighted by a red arrow. A blue arrow points from this button to a payment information form.

The payment information form includes the following fields:

- Payment Amount**: \$50.00
- Payment Type\***:  Bill Me,  Credit Card
- Name on Card\***: FBI-LEEDA Member
- Card Type\***: [Dropdown menu]
- Card Number\***: [Text input field]
- Card CVV Num\***: [Text input field] [What is this?](#)
- Exp. Month/Year\***: [Text input field] (MM/YYYY)
- Submit Securely** button
- SSL SECURED logo and payment icons (MasterCard, Visa, American Express, Discover, etc.)