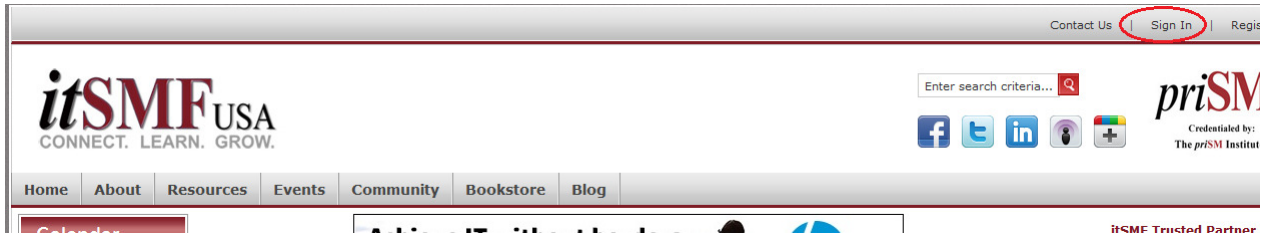


When your membership expires, you can renew it on your own by going to the itSMF website. Just follow the steps below! If you need help, call

1. Go to <https://itsmfusa.site-ym.com/>. Click **Sign In** in the upper right hand corner. If you are renewing for your company, sign into your company account with your company username and password, not your individual account. If you are an individual voting member and not part of a company membership, sign in using your own account information.



2. If your membership has expired, click on **Securely renew your membership now**.

## Membership Information

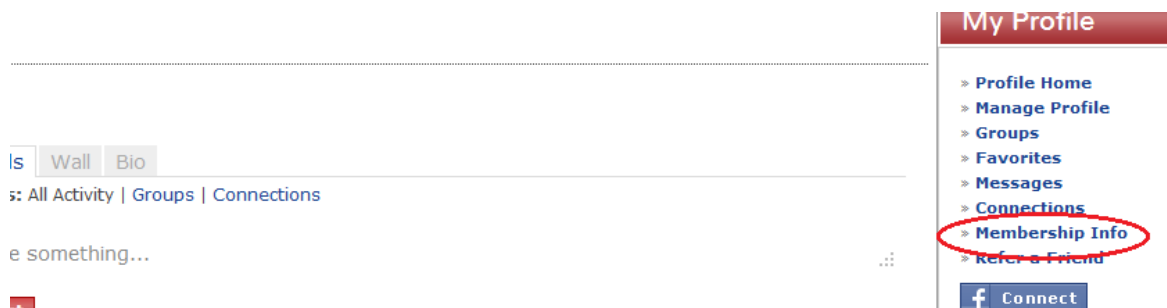
If it is time for you to renew or upgrade, clic

**Test Company**  
Five Individual Voting Memberships

Your current membership has expired. It expired on 11

**Securely renew your membership now >>**

3. If your membership has not expired, you'll be able to log in. Then click on **Membership Info** in the My Profile menu on the right hand side,



then click on **Securely renew your membership now**.

## Membership Information

If it is time for you to renew or upgrade, click

**Test Company**  
Five Individual Voting Memberships  
Your membership is current through 12/1/2012.  
[Send confirmation email »](#)  
[Securely renew your membership now »](#)

4. In either case, you'll be taken to the Membership Dues page. Choose your membership. Click **more** next to the membership for a description.
- 5.

## Membership Dues

**Join or renew today!** Simply fill out the form below. Once you are at the Online Member Community.

Please note: If you selected "No" when you were asked, "I Agree to itSMF USA office at 626-963-1900 to arrange a conversation with a t

Thank you for your support!

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

**Membership Information**

- Five Individual Voting Memberships — \$975.00+ { more }
- Ten Individual Voting Memberships — \$1,950.00+ { more }

**Promotional Code**

6. Your member information should fill in automatically. If this is the same as your billing address, check the box.

Postal Code  
Phone  
 Check here if the billing address is the same

**Billing Information**

Organization   
Address\*   
Address Cont.   
City/Town\*

7. If not, fill in your billing information. If you need to make changes to your member information that are the same as your billing address, check the box to update your membership information. (In other words, if your billing address and member information are different, fill in

your billing address, but don't check the box to change your member information here. Call or email the office, or follow the directions at the end of this document if your membership has not yet expired.)

**Billing Information**

Organization	<input type="text"/>
Address*	<input type="text"/>
Address Cont.	<input type="text"/>
City/Town*	<input type="text"/>
Country*	<input type="text"/>
Location	<input type="text"/>
Postal Code	<input type="text"/>
Phone*	<input type="text"/>

Update my Professional Information with address and organization information from above

- 8. Choose your billing method, selecting check/money order or credit card. If using a credit card, fill in your information and complete the process. In either case, click **Submit Securely**.

**Payment Information**

Payment Amount	\$975.00
Payment Type*	<input type="radio"/> Bill Me (Admin. only) <input type="radio"/> Check/Money Order <input checked="" type="radio"/> Credit Card
Name on Card*	<input type="text"/>
Card Type*	<input type="text"/>
Card Number*	<input type="text"/>
Card CVV Num*	<input type="text"/> <a href="#">What is this?</a>
Exp. Month/Year*	<input type="text"/> <input type="text"/> (MM/YYYY)

**Submit Securely**

- 9. You've completed the renewal process! Click on **View Invoice/Receipt** to do so, and be sure to include a copy of your invoice if you're sending in a check.

**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.

If you've chosen "Pay by Check" or "Bill Me" please print up your receipt and submit it with your payment.

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.*

Do you want to add company employees to your company's account? [Click here to go manage your company's sub-members](#), invite them via email or enter their information.

- 10. To update your information if your membership has not expired, or after you've renewed:

- a. Log back into your account if necessary and click on **Manage Profile** on the right hand side.



- b. Click on **Edit Bio**.

### Manage Profile

[Profile Home](#)

Hello! To renew or upgrade your membership please scroll down the page and c free to [email me](#) with your questions.

*Stephanie Rogerson*

Relationship Manager/Membership

itsSMF USA

#### Information & Settings



**Edit Bio**

Update your information and choose privacy settings for individual fields.



**Prefer**

View anc your acc

#### Content & Features



**Favorites**

Manage your favorites and share them with the community.



**Networ**

View anc

- c. Change incorrect information and/or add additional information.
- d. Click **Save Changes** at the bottom of the page.

Social/Volunteer Organiz

More Information

Save Changes

Cancel