



1 Go to eiabc website - eiabc.org

Under the **MEMBERSHIP** menu tab, select **MEMBERSHIP RENEWALS & LOGIN**

2 Log in

Enter your email address. The same email address which is registered with your EIABC Membership is the email address that should be used to sign in.

Password - If you received an email from EIABC Membership (when you initially signed up for membership) the password will be in that email.

If you don't know your password, you can select to request a new password. When you do this, an email will be sent to your email address that is linked to your EIABC membership account. Check your mailbox to retrieve your password. Then return to the Log in page and enter it - as in step 1 above.



Website Instructions Renewing a Membership

3 “About” Panel

Membership Renewal & Login

For New Memberships [Sign up here](#).

To Renew an Existing Membership, follow the steps below.

1. Enter your email in the form below. Please use the same email address which is registered with your EIABC Membership.
2. If you already know your password you can enter it. If not, you can select to request a password.
3. If you request a password, it will be sent to your email address. After retrieving your password via email, you can enter it and a new form will be presented with your membership details.
4. Here you are able to update your Membership Profile.

Name

Contact Person

Address

Email

Phone

Business Phone

Mobile Phone

Website

Password [Change](#)

You will see a page appear with your membership details. Here you can update any details if needed.

Here you may also change your password if the one automatically generated by the system is not suitable.

4 Membership Section

Name

Contact Person

Address

Email

Phone

Business Phone

Mobile Phone

Website

Password [Change](#)

Scroll to the bottom of the page and Click on **SELECT MEMBERSHIP** and a new section will appear.

5 Membership Type

- Standard Membership - 1 year**
Basic Annual Membership for one year
- Standard Membership - 2 years**
Basic Annual Membership for two years
- Non Member**

Select from the options available.

1-year Standard Membership - fee is \$75.

2-year Standard Membership - fee is \$150.

Depending on your selection, your dues will be due 1 or 2 years from the date of sign-up.



Website Instructions Renewing a Membership

5a Billing Options - Automatic Renewal

Automatic renewal
\$75 / year

Name on card

Billing address

City, state/province, postal code

Credit/debit card number

Expiration date /

CVC number

Your membership will be automatically renewed.

Pay online
\$75 / year
\$75 due for period Apr 07 2016 - Apr 07 2017

Pay by cheque
\$75 / year
\$75 due for period Apr 07 2016 - Apr 07 2017

Automatic Recurring Billing

Input your name and payment information. The website is protected for such security purposes.

Important information:

- Your credit card information will be stored in the system.
- 30 days before your membership expires, you will receive an email notifying you that your membership is due.
- **Your credit card will be automatically billed** for the next term of membership on the due date. Depending of what you selected under Membership Type* - 1 year or 2 years - you will be billed for the next term of the same.

5b Billing Options - Pay Online

Automatic renewal
\$75 / year

Pay online
\$75 / year
\$75 due for period Apr 08 2016 - Apr 08 2017

Name on card

Billing address

City, state/province, postal code

Credit/debit card number

Expiration date /

CVC number

Pay by cheque
\$75 / year
\$75 due for period Apr 08 2016 - Apr 08 2017

Online Recurring Billing

Input your name and payment information. The website is protected for such security purposes.

Important information:

- Your credit card information will NOT be stored in the system.
- 30 days before your membership expires, you will receive an email notifying you that your membership is due.
- You will then need to sign in to your membership area and input your credit card information for the next year's membership payment.



Website Instructions Renewing a Membership

5c Billing Options - Pay by cheque

Automatic renewal
\$75 / year

Pay online
\$75 / year
\$75 due for period Apr 08 2016 - Apr 08 2017

Pay by cheque
\$75 / year
\$75 due for period Apr 08 2016 - Apr 08 2017

Mail cheque to:
 201-3989 Henning Drive,
 Burnaby, BC
 V5C 6N5

Offline Recurring Billing

Input your name and payment information. The website is protected for such security purposes.

Important information:

- No credit card information will be stored in the system.
- 30 days before your membership expires, you will receive an email notifying you that your membership is due.
- You will then need to renew your membership by mailing in your membership fees by cheque or paying at a meeting.

NOTE - For All billing options:

30 days before your membership expires, you will receive an email reminding you.

10 days after your membership has expired, you will receive an email regarding this.

30 days after your membership has NOT been renewed, it will be considered expired.

6 Make Payment

Click on **SAVE & CONTINUE** when your payment info has been added.

7 Complete!

Thank you, your membership has been renewed!

You have now completed the Renewal process.

You will receive an email receipt. Please check your email. If the email is not received, please check the junk mail folder.

Thank you for your membership with EIABC.

From here you can either Log out or continue to the optional panels of your membership account as detailed on the next pages.



Website Instructions

Renewing a Membership

8 Profile Settings - optional

New Members

To become a member of EIABC, please complete our Membership Form and submit with payment.

About **Profile** Additional Deal

Do not list in directory
 Do not show street address in profile

Business Card ? [Learn more](#)
Click areas on card to upload logo or edit tagline:

Click or drag file here to upload image

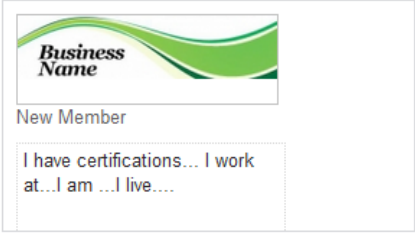
New Member

Enter a short description here

The Profile page info is optional at this time. If you would like to enter your logo - it will show up in the directory. Any of these settings can be added at a later date.

Business Card ? [Learn more](#)
Click areas on card to upload logo or edit tagline:

[Click here to delete the current image.](#)



Business Name

New Member

I have certifications... I work at... I am ...I live....

Profile Gallery ? [Learn more](#)
Upload pictures to to your profile, or click an image to delete:

Click or drag file here to upload image

Profile Description ? [Learn more](#)
Describe your products & services:

Rich text editor with toolbar and content area

Social Links

LinkedIn

Facebook

Twitter

BBB

Google+

Yelp

Youtube

Pinterest

Instagram

Save & Continue

Scroll to the bottom of the page
Click on **SAVE & CONTINUE** when you are done entering the Profile information.



Website Instructions

Renewing a Membership

9 Additional Settings - optional

Additional Contact Settings are also optional. To learn more of this feature there is a short video explaining them.

Click on [SAVE & CONTINUE](#).

10 Deals - optional

Deals - This page is not applicable at this time. Please Scroll to the bottom of the page

Click on [SAVE & CONTINUE](#)

Done