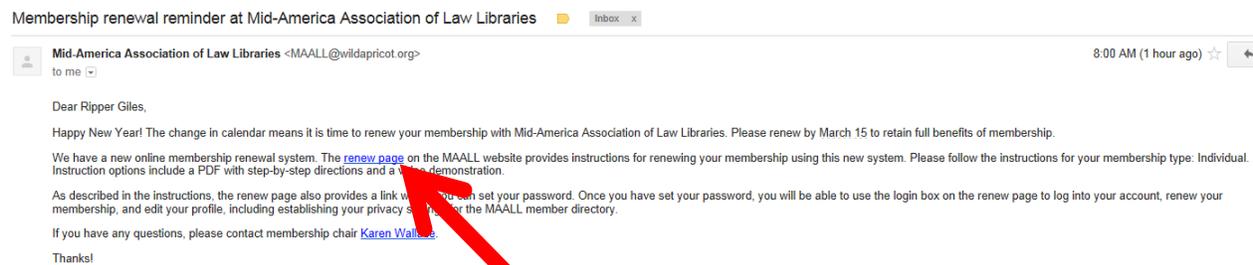


Renewing Your Non-Institutional MAALL Membership

These instructions are for members at the individual, associate, student, and retired membership levels. Separate instructions explain the process for institutional memberships.

*****Please note:** The images in these instructions reflect the 2014 membership rates for individual and associate members. Those rates are currently \$25.00, while student and retired membership rates have remained \$10.00***

You will receive an email when it is time to renew your membership.



Note that the email will come from Mid-America Association of Law Libraries <MAALL@wildapricot.org> and have the subject line Membership renewal reminder at Mid-America Association of Law Libraries.

Click on the renew page link provided in the email (where the red arrow is above). This will take you to a page on the MAALL website with a box that lets you access your profile.

Use the **Access your Profile** box to login with your credentials. This will take you to your profile and begin the renewal process:

Click on the **“Renew until 15 March 2017”** button.

My profile

[Edit profile](#) [My directory profile](#)

Profile [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

Membership details

Membership level **Individual** - \$20.00 (USD)
Subscription period: 1 year, on: Mar
No recurring payments

Membership status **Active**

Member since 19 Dec 2013

Renewal due on 15 Mar 201

[Renew until 15 Mar 2017](#)



This will bring up the membership renewal screen:

Membership renewal

Renewal until	15 Mar 201
Level	Individual - \$20.00 (USD) Subscription period: 1 year, on: March 15th No recurring payments
Current status	Active

Cancel

Update and next

Your profile

* Mandatory fields

First name	<input type="text" value="Ripper"/>
Last name	<input type="text" value="Giles"/>
Institution	<input type="text" value="Sunnydale HS"/>
Phone Number	<input type="text" value="666-555-5555"/>
e-Mail	<input type="text" value="librarians.slay@gmail.com"/>
Position Title	<input type="text" value="Librarian/Watcher"/>
Address 1	<input type="text" value="123 Sesame Lane"/> <small>If your mailing address requires a building name or similar designation, enter it here.</small>
Address 2	<input type="text"/> <small>Enter your street address, plus any needed suite or room numbers.</small>
City	<input type="text" value="Sunnydale"/>
State	<input type="text" value="CA"/>
Zip Code	<input type="text" value="90543"/>



Cancel

Update and next

Please take this opportunity to **confirm your contact details are correct**. If you need to change anything, you can enter corrections in the associated box. When everything looks right, please click on "Update and next."

This will bring up a confirmation screen:

Membership renewal

Review and confirm

Renewal until 15 Mar 2013
Individual - \$20.00 (USD)
Subscription period: 1 year, on: March 15th
No recurring payments

Current status Active

Total amount **\$20.00 (USD)**

Payment instructions Please complete renewal online and then make payment in one of two ways:
1. Pay by credit card online
2. Mail a copy of the invoice and a check to Jenny Watson 2501 N Blackwelder Ave Oklahoma City, OK 73106.

If you have an institutional membership and are entitled to a discount for having fewer than 8 members be sure to subtract that amount from your total due. (Payment should be made at \$20 per member.)

Cancel

Back

Confirm and proceed with payment

Note that this screen provides information on how to make payment. You have two options: you can mail a check or pay online with a credit card. To continue, click "Confirm and proceed with payment." This will bring you back to your profile:

My profile

Balance due: \$20.00

Edit profile [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

Balance due (1 items): \$20.00

[Pay online](#)

Search

Records found: 3

Date	Transaction	Balance due	<input checked="" type="checkbox"/>
19 Dec 2013	Invoice #00022 Member renewal Individual	\$20.00	<input checked="" type="checkbox"/>

Please complete renewal online and then make payment in one of two ways: 1. Pay by credit card on...

It will now show you have a balance due on your account. While MAALL is waiting for payment, your membership status will show as renewal pending:

[Balance due: \\$20.00](#)

[Membership renewal pending](#)



Note, too, that on your profile, there is a linked invoice you can view:

Invoice #00022

 **Balance due: \$20.00**
Please complete renewal online and then make payment in one of two ways:

1. Pay by credit card online
2. Mail a check and note of the invoice number to Jenny Watson 2501 N Blackwelder Ave Oklahoma City, OK 73106.

If you have an institutional membership and are entitled to a discount for having fewer than 8 members make sure your requested credit was applied and the correct payment shows in your balance due. (Payment should be made at \$20 per member.)

[Pay online](#)

Invoice details

Balance due \$20.00
Amount \$20.00
Invoice # 00022
Date 19 Dec 2013
Origin [Member renewal](#)
Individual
Invoiced to Ripper Giles, Sunnysdale HS
librarians.slay@gmail.com

Item	Amount
Membership renewal. Level: Individual. Renewing until 15 Mar 2016	\$20.00
Invoice total	\$20.00

This invoice has the same payment instructions you saw on the earlier screen, including the address where you can send the check and a note of your invoice number. If you choose to pay by check, the treasurer will apply your payment to your account once the check is received. You will get an email indicating your membership renewal has been completed successfully. Your membership status will be changed from pending renewal to active.

If you want to pay by credit card, click on the pay online button. This button is available from the invoice screen and also from the prior screen with your profile.

This will bring up a secure payment form where you can fill out your credit card details and billing information:

Mid-America Association of Law Libraries
<http://maall.wildapricot.org/>

 **Secure online payment**

Enter credit card details * Mandatory fields Payment details

<p>* Card number <input type="text"/></p> <p>* Card type <input type="radio"/>  <input type="radio"/>  <input type="radio"/>  <input type="radio"/> </p> <p>* Expiration date <input type="text"/> / <input type="text"/> <small>mm yy</small></p> <p>* CVV <input type="text"/> <small>AMEX: 4 digits on the front. Other cards: 3 digits on the back.</small></p> <p>Cardholder name <input type="text" value="Ripper Giles"/></p>	<p>Invoice #00022 \$20.00</p> <ul style="list-style-type: none">• Membership renewal. Level: Individual. Renewing until 15 Mar 2016 <p style="text-align: right;">Total amount: \$20.00 (USD)</p>
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Billing information

* Address 1 <input type="text"/>	
Address 2 <input type="text"/>	
* City <input type="text"/>	
* Country <input type="text" value=""/>	▼
* State/province <input type="text"/>	
* ZIP/postal code <input type="text"/>	
* Phone <input type="text"/>	

[Cancel](#)



After inputting your information, click the above indicated button to complete the payment.

Note that for security reasons, credit card information is not stored in Wild Apricot, our membership software. Instead, it is securely transmitted to Authorize.net where it is processed. Authorize.net then returns the status of the payment transaction, which is recorded in your Wild Apricot transaction details.

After the payment is processed, you will return to the Invoices and payments tab on your member profile, where an invoice will appear, along with a payment entry, if the payment was successful. You will also receive an email receipt for your payment and another email indicating your renewal is complete. Your membership status will be changed from pending renewal to active.

Thank you.