How to Renew Your ITEEA Membership

1. Login to your ITEEA account by selecting the “Login” button at the top-left side of the screen. If you are unsure of your username and/or password, select the “Forgot your Login Information” link from the bottom of the login box:

2. Once you’re logged in, select “My Portal” from the “Manage Profile(s)” dropdown menu:
3. If you ever want to confirm any details of your membership, including paid thru date, from your Portal page select “My Membership”:

![My Account](image)

4. Once you’re ready to renew, select the “Membership” link from the top navigation bar and then select “Renew”:

![Membership](image)

5. From the renewal screen, you will see all current memberships you have with ITEEA. Select the membership you’d like to renew and then click the “Renew” or “Rejoin” (if membership has expired) button to move the renewal to your shopping cart:
6. Once you are ready to checkout, simply follow the instruction from your shopping cart to complete your purchase. You will receive an email afterwards with a receipt of your purchase and confirmation of your renewal. Congratulations, you’re an ITEEA member for another year!