How to Renew Your ITEEA Group 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. From here, select "My Company's Membership" from your navigation bar. This is also where you can confirm any details of your group membership, including paid through date.

4. If your membership is due for renewal, you will see two items: your current membership marked as "Current" under "Status"; and your membership for the next year marked as "Upcoming". Click the "Renew" button next to your upcoming membership.

You will also see a list of your Company's open Invoices, you can review the amount and rate here before clicking "Renew".
5. Your renewal invoice will be automatically added to your shopping cart and is now ready to be paid. You choose either "Express Checkout" or if you want to verify any information such as address or contact details, you can click the "Next" button.

6. After entering your form of payment, or selecting "Pay Later" (to request a PO), you will receive an email with a receipt of your purchase and confirmation of your renewal. Congratulations, your ITEEA group membership is valid for another year!