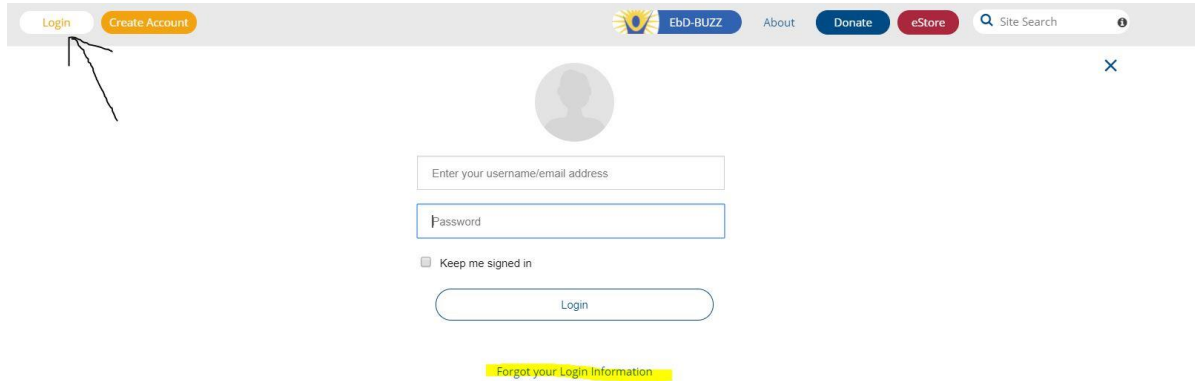



How to Renew Your ITEEA Group Membership

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:



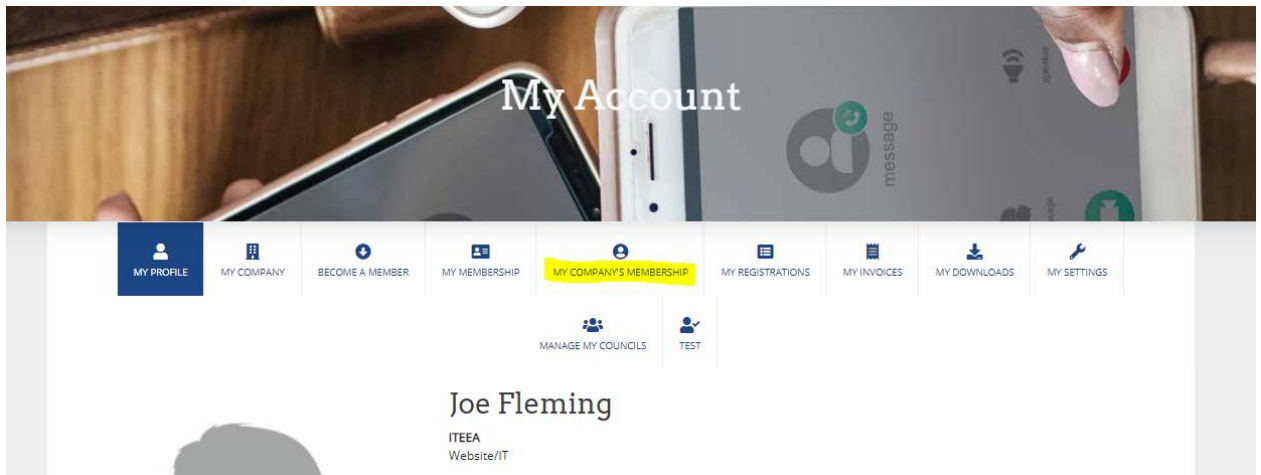
The screenshot shows the top navigation bar with the ITEEA logo on the left and links for 'EbD-BUZZ', 'About', 'Donate', 'eStore', and 'Site Search' on the right. Below the navigation bar is a login form with a 'Login' button highlighted in yellow and an arrow pointing to it. The form includes fields for 'Enter your username/email address' and 'Password', a 'Keep me signed in' checkbox, and a 'Forgot your Login Information' link highlighted in yellow at the bottom.

2. Once you're logged in, select “My Portal” from the “Manage Profile(s)” dropdown menu:



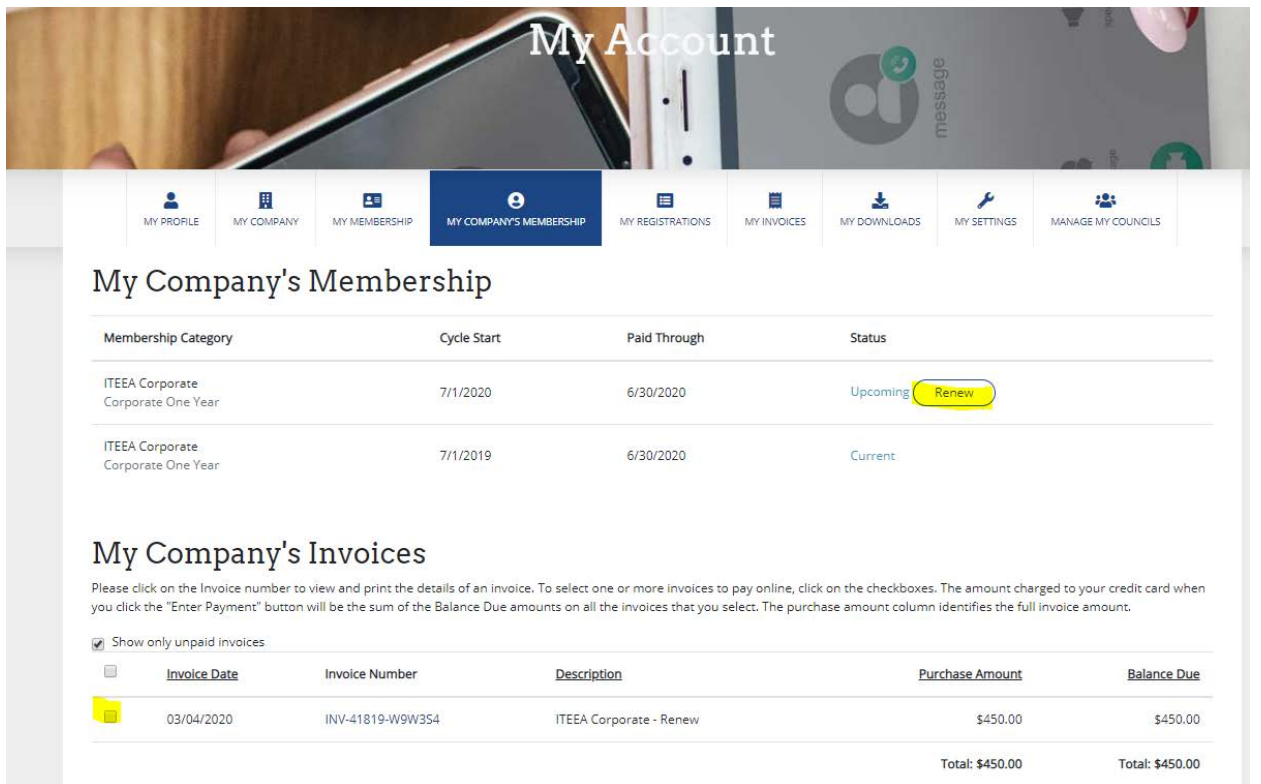
The screenshot shows the user profile area after logging in. The user is identified as 'Joe!' and has a 'Logout' button. The 'Manage Profile(s)' dropdown menu is open, showing options for 'My Profile', 'My Portal' (highlighted in yellow), and 'ITEEA'. Below the dropdown menu is a banner for 'SUPPORT THE FUTURE OF STEM' with a call to action 'BECOME A MEMBER'.

- 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.




- 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.



Please scroll down to the "Next" button to proceed with the checkout process. If you do not need to select a billing address, shipping address or shipping method, you can click "Express Checkout" below  to go directly to the payment form.

SHIPPING CART ADDRESS DELIVERY PAYMENT CONFIRMATION

You currently have 1 items in your cart [Clear Cart](#)

Product	Subtotal
ITEEA Corporate Expiration Date: 6/30/2021 see details	\$450.00
Total	\$450.00

Enter your promotion code and/or gift card and click the "gift" icon to the right of your entry. If valid, the discount for a promo code will be calculated for each cart item where it is applicable. A Gift Card is applied to the order total, as a form of payment. You can enter multiple promo codes/gift cards, but only one promo code can be applied to a particular purchase.

Enter Promo Code:  Enter Gift Card: 

[Billing Address Change >](#)

Express Checkout

[< Home](#) [Next >](#)

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!