



HOW TO PAY WITH A CHECK

Follow the instructions below to create a renewal invoice, print and mail in a check payment. If you need further assistance, please contact IAIP staff at membership@iaip-ins.org.

1) [Log into your IAIP account.](#)

a) Forgot your username or password?

- i. Choose the **Click here to reset your password** link below sign in area.
- ii. Complete the forgot username/password form.
- iii. Follow the directions to update username/password.
- iv. If you are unsuccessful, contact the membership department at membership@IAIP-ins.org for assistance.

A screenshot of the IAIP login interface. At the top, it says "Sign in using your social profile" with buttons for "Login with Facebook" and "Login with LinkedIn". Below these is an "OR" separator. Then, it says "Sign in using your credentials" with input fields for "Username" and "Password". There is a "Remember Me" checkbox and a green "SIGN IN" button. At the bottom, there is a link for "Forgot your password?" with a yellow button that says "Click here to reset your password."

2) Click the **Welcome, (your name)** area at the top right of your screen.

3) Click **Renew Your Membership Now.**





NOTE: This option is only available 90 days before and 90 days after your expiration date.

4) Review profile information.

A screenshot of a user account menu. It lists several options: "Account + Settings", "Invoices", "Renew Membership Now" (highlighted in yellow with a red circle containing the number 1), and "Sign Out".

5) Select **Check/Money Order**.

NOTE: *This selection will generate an invoice that can be printed and mailed with a check.*

Payment Information	
Payment Amount	\$141.50
Enter a Promotional Code:	<input type="text"/> Apply Code Clear
Payment Type*	<div><input type="radio"/> Bill Me (Admin-only)</div> <div><input checked="" type="radio"/> Check/Money Order</div> <div><input type="radio"/> ACH/E-Check (US banks only)</div> <div><input type="radio"/> Credit Card</div> <div>   </div>


6) Click **Submit**.


7) Click **View Invoice/Receipt**.

8) Print your invoice.

9) Mail your payment with your renewal invoice to the address on top of the invoice.

MEMBERSHIP DUES - THANK YOU!

 [View Invoice/Receipt](#)

Print Invoice/Receipt: If you need a paid receipt, please click on the  View Invoice/Receipt icon above to print a transaction record of your dues payment. For new members, your membership will become effective on the date your dues payment is received.