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.

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.

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

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

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.