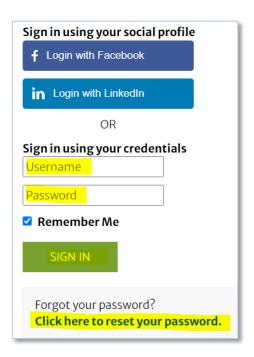
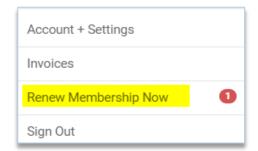


## **HOW TO PAY WITH A CHECK**

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 <a href="mailto:membership@iaip-ins.org">membership@iaip-ins.org</a>.

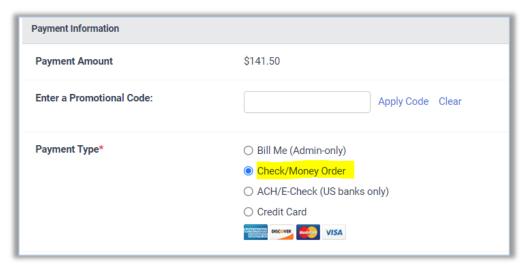
- 1) Log into your IAIP account.
  - a) Forgot your username or password?
    - i. Choose the **Click here to reset your password** link below sign in area.
    - ii. Complete the forgot username/password form.
    - iii. Follow the directions to update username/password.
    - iv. If you are unsuccessful, contact the membership department at <a href="membership@IAIP-ins.org">membership@IAIP-ins.org</a> 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.

