How to Renew your membership

1. After you Login, on the right hand side you will see “My Profile” options like the picture below. Select “Manage Profile”.

2. Now select the “Membership” option as seen below.

3. Now select “Securely renew your membership now” as seen below.
4. Once you click “Securely renew your membership now” it will bring you to a page that will allow you to review your information and update as needed. After you have finished updating scroll to the bottom of the screen and click the button.

5. At this point is where you will choose the same member type you currently have. (The correct radial button should already be selected. The below example the person renewing is a “Student” member so you see the correct radial is already selected.)

6. Scroll down and fill out your Billing Information and your Payment Information. Then click “Submit Securely” at the bottom of the page.
7. Your membership dues payment has now been submitted. To complete the renewal process, Full and Student members also need to view/update member specific fields. This information is required to validate the membership type you selected. To edit these fields click on “Manage Profile” on the right hand side as seen below.

8. Then click on “Edit Bio” as seen below.

![Edit Bio](image)

8. Scroll down to the Professional Information Section. (Please Note: #10 below is for “Full” members and #11 & #12 below is for “Student” members.)
10. For “Full” membership, an individual must have a graduate degree from an accredited university, have at least two (2) publications in peer reviewed journals related to autism research, and/or have external funding for autism related research. Either or both of these requirements must be noted in the appropriate fields provided on the application form. You must now enter this information in the area below.

11. Student members must fill out their “Program or Position Completion Date”, “Major/Department” and “Advisor/Mentor Name” as seen below.

12. Lastly, Student applicants must upload an INSAR Student Eligibility Form once it has been completed by the student's advisor/mentor. The Procedures to upload the form can be FOUND HERE.