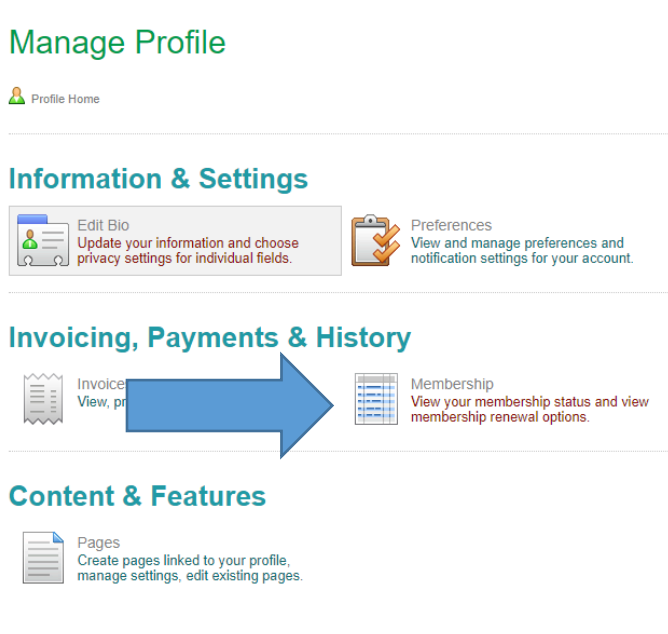


How to Renew your membership

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.

Membership Information

STUDENTMEMBER TEST

Student

 [View/Print My Membership Card](#)

Your membership is current through 12/31/2017.

[Securely renew your membership now »](#)

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 [Save Changes](#) 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.)

Membership Information

Student Member

Student — \$60.00 { more }

Full Member

Full — \$120.00 { more }

Affiliate Member

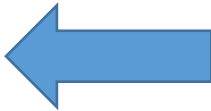
Affiliate — \$120.00 { more }

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.

My Profile

- Profile Home
- Manage Profile**
- Groups
- Messages
- Membership Info
- Refer A Friend



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

Information & Settings



Edit Bio
Update your information and choose privacy settings for individual fields.



Preferences
View and manage preferences and notification settings for your account.

Invoicing, Payments & History



Invoices
View, print and pay your invoices.



Membership
View your membership status and view membership renewal options.

Content & Features



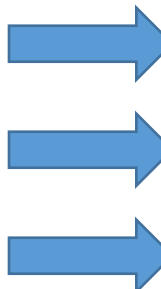
Favorites
Manage your favorites and share them with the community.



Networks
View and manage social/professional networks.

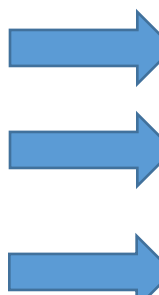
9. Scroll down to the **Professional Information** Section. (Please Note: #10 below is for **“Full”** members and #11 & #12 below is for **“Student”** members.)


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.



Publication 1 * (Not visible in profile)	<input type="text"/>	<i>Please list one of your articles published in a peer reviewed journal. (required if no funding source(s) listed).</i>
Publication 2 * (Not visible in profile)	<input type="text"/>	<i>Please list one of your articles published in a peer reviewed journal. (required if no funding source(s) listed).</i>
Funding Source Related to Autism Research * (Not visible in profile)	<input type="text"/>	<i>List any funding source(s) related to autism research (required if no publications listed).</i>

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



Program or Position Completion Date * (Not visible in profile)	<input type="text"/>		<i>This is the date of scheduled completion of this coursework/certificate/degree program.</i>
Major/Department * (Not visible in profile)	<input type="text"/>		<i>The major course of study, or department in which the student is currently working/studying.</i>
Advisor/Mentor Name * (Not visible in profile)	<input type="text"/>		

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](#).



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