HOW TO RENEW AS A DIFFERENT TYPE OF MEMBER

STEP ONE

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

My Profile
- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Files & Links
- Messages
- Membership Info (Renew!)  
- Refer A Friend

STEP TWO

Now select the Membership option as seen below

Invoicing, Payments & History

STEP THREE

Now select Securely renew your membership now as seen below.
STEP FOUR

It will bring you to a page titled *Edit My Member Profile*, 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.

STEP FIVE

At this point is where you will choose your new member type. Choose your new member type from options listed:

<table>
<thead>
<tr>
<th>Membership Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Member</strong></td>
</tr>
<tr>
<td>☐ Student — $63.00</td>
</tr>
<tr>
<td><strong>Full Member</strong></td>
</tr>
<tr>
<td>☐ Full — $160.00</td>
</tr>
<tr>
<td><strong>Affiliate Member</strong></td>
</tr>
<tr>
<td>☐ Affiliate — $160.00</td>
</tr>
</tbody>
</table>

STEP SIX

Scroll down and fill out your *Billing Information* and your *Payment Information*. Then click *Submit Securely* at the bottom of the page.

STEP SEVEN

Your membership has now been updated however you have to update your profile one last time in order for your membership to be validated. If you are a Full or student member please click on *Manage Profile* on the right hand side as seen below.

STEP EIGHT

Then click on *Edit Bio* as seen below.
FOR FULL MEMBERS

Under *Professional Information*, you will need to enter either:

- **2 publications**

  **Publication 1** *(Not visible in profile)*

  Please list one of your articles published in a peer-reviewed journal. Required for Full Members if no funding source(s) listed. If not applicable, fill N/A.

  **Publication 2** *(Not visible in profile)*

  Please list one of your articles published in a peer-reviewed journal. Required for Full Members if no publications listed. If not applicable, fill N/A.

  or a Funding Source Related to Autism Research

  **Funding Source Related to Autism Research** *(Not visible in profile)*

  Required for Full Members if no publications listed. If not applicable, fill N/A.

FOR STUDENT MEMBERS

Under *Additional Information*, fill out **Major/Department, Advisor/Mentor, and Program or Position Completion Date** as seen below:

- **Major/Department** *(Not visible in profile)*

  The major course of study, or department in which the student is currently working/studying.

- **Advisor/Mentor Name** *(Not visible in profile)*

  Please list mentor/advisor required for Student Members. If not applicable, fill N/A.

- **Program or Position Completion Date** *(Not visible in profile)*

  Required for Student Members. This is the date of scheduled completion of this coursework/certificate/degree program.

FOR STUDENT MEMBERS PT. II

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](#).