

## 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



**Invoices**  
View, print and pay your invoices.



**Event Registrations**  
View and print existing registrations and view past events and photos.



**Membership**  
View your membership status and view membership renewal options.



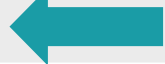
### STEP THREE

Now select [Securely renew your membership](#) now as seen below.

 [View/Print My Membership Card](#)

Your membership is current through 12/31/2020.

**[Securely renew your membership now »](#)**



## 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

### Membership Information

#### Student Member

☒ Student — \$63.00 { more }

#### Full Member

☐ Full — \$160.00 { more }

#### Affiliate Member

☐ Affiliate — \$160.00 { more }

## 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.

### My Profile

[Profile Home](#)

[Manage Profile](#)

[Create Résumé/CV](#)

[Groups](#)

[Files & Links](#)

[Messages](#)

[Membership Info \(Renew!\)](#)

[Refer A Friend](#)

## STEP EIGHT

Then click on *Edit Bio* as seen below

### Information & Settings



#### Edit Bio

Update your information and choose privacy settings for individual fields.



#### Membership Card

View or print your personalized membership card.



#### Preferences

View and manage preferences and notification settings for your account.

## 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 funding source(s) 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:

Additional Information	
<div>Major/Department *</div> <div>(Not visible in profile)</div>	<div><input type="checkbox"/> (Select All/None)</div> <div><input type="checkbox"/> Not Applicable</div> <div><input type="checkbox"/> Child and Adolescent Psychiatry</div> <div><input type="checkbox"/> Clinical Psychology</div> <div>The major course of study, or department in which the student is currently working/studying.</div>
<div>Advisor/Mentor Name *</div> <div>(Not visible in profile)</div>	<div>Please list mentor/advisor required for Student Members. If not applicable, fill N/A.</div>
<div>Program or Position Completion Date</div> <div>(Not visible in profile)</div>	<div>Required for Student Members. This is the date of scheduled completion of this coursework/certificate/degree program.</div>

## 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](#).