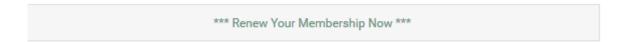
How Do I Renew My Membership Online?

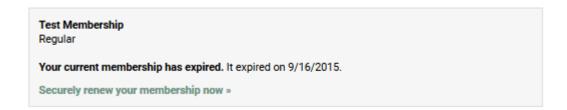
Step #1: Login with your username and password at www.azsae.org.

Step #2: Once signed in, they will navigate to the Manage Profile page

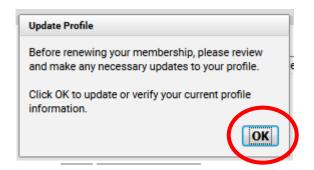
If you are within the renewal period, a link will appear stating **Renew Your Membership Now** and you can begin the renewal process.



If your membership has expired, you will receive the message below with a link to **Securely renew your membership now.**



Step #3: The pop up below will appear asking to verify your current profile information. Press **OK**.



Step #4: Review your profile information and make any necessary updates. Press **Save Changes**.

NOTE: You may be asked to complete some required fields.

Edit My Member Profile

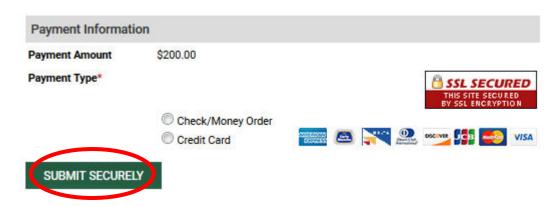
Below is the information you provided during the registration process.

Please Note: All information entered below will be visible to site administrators. Registered members will be able to view any information you enter, unless you set the visibility selector to Private (not visible in profile) next to the field you wish to be hidden. If your email address is Private (not visible in profile) it will not be displayed, but members can still contact you via email through the site's group email system if permitted by whose visibility is set as Public (Visible to Everyone). To restrict fields to only registered members set the

the group administrator. For a publicly accessible member type, site visitors will be able to view any field visibility for the field to Member Only (Visible Only to Members). * Required Fields **Account Information** Your Personalized URL (create a personalized url) Username testtest (change) Password (change) E-Mail Address * test@hotmail.com Confirm E-Mail * test@hotmail.com Personal Information Title (Example: Mr, Ms, Dr, etc.) Test Membership Full Name * Suffix (Example: Sr, Jr, III, etc.) Anniversary Date (12/31/1999) A Your Birthday (12/31/1999) A Mobile 480 999-9999 **Professional Information** Organization * Test Organization Are you self employed? * Yes No Your Title Website (Start with: "http://") Address * 123 Test Address Cont. City/Town * Phoneix 85044 Postal Code * 480 999-9999 A Phone * A Fax Additional Information Date Inactive 12 (Not visible in profile) • **Key Partner** (Not visible in profile) Credentials (Not visible in profile) SAVE CHANGES CANCEL

Step #5: Fill in your **Billing Information** and **Payment Information**.

Under **Payment Type** you have two choices 1) Check/Money Order, 2) Credit Card.



Once you press **Submit Securely** a thank you page will appear. At the top of the page will be a link to your Invoice/Receipt. An Invoice/Receipt will also be emailed to the address in your Member Profile.