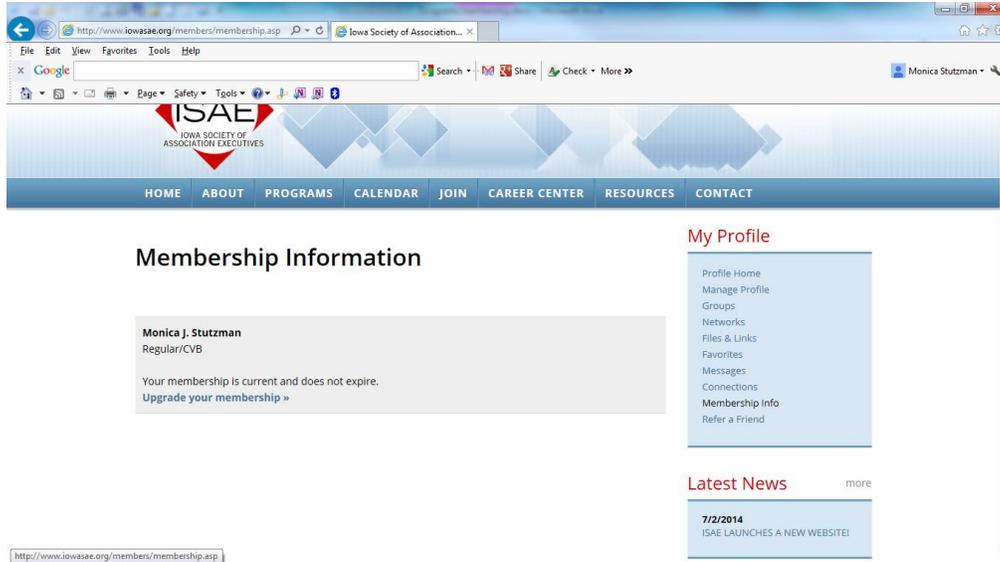


To Renew/Update Membership

- 1) Log in to your account using your Username and Password (If you haven't changed your Username & Password since we upgraded the system in 2014, your Username= your email address and the Password may still be the default one that was set up which is Password= isae2014. For security, please change this under your profile to something you will remember, once you have logged in.)



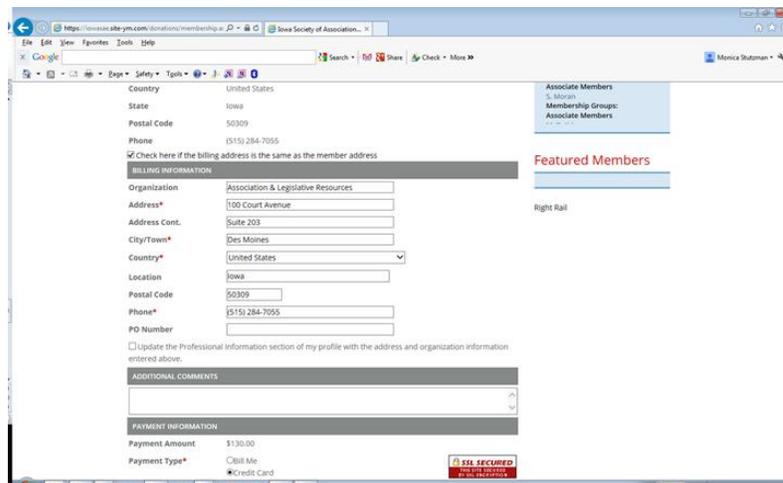
- 2) If your membership is currently expired or due for renewal, you should be prompted to RENEW or Upgrade your membership once you log in. If not, you may click on the "Membership Info" link under the "My Profile" box on the right side of the screen. Then click on the "Renew/Upgrade Your Membership" link under your profile name and it should walk you through the process.



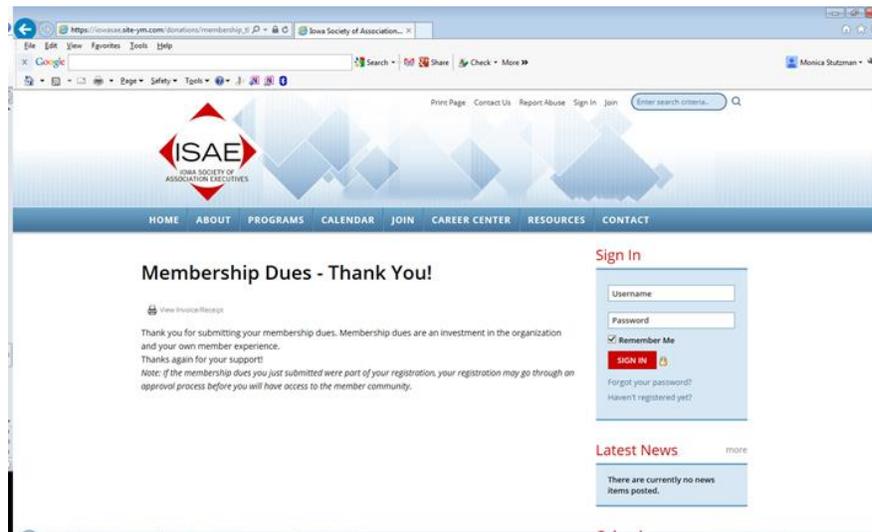
- 3) You should be prompted to update some information under your profile, at this time. Please look over all the information in the fields for accuracy as this is what will be printed in the directory and any other correspondence with ISAE. You must complete the required fields but we would also like to have as much information about you and your company. Because we have an active Young Professionals Group, we would like to have you fill in the birthdate field, if possible. (See Print Screen shot on next page)



- 4) Billing Info- Please complete the fields and select your preferred payment method (pay by check or credit card). Your profile will be updated and membership renewed once we receive payment.



- 5) Once your profile has been completed, you will see the "Thank You" Message (see below). If you wish to view/print your Receipt/ Invoice from this transaction, please click on the icon located just below the words, "Thank you!" You may also access any of your records in the "Manage Profile" tab in the "My Profile" box on the right.



Please contact the ISAE office if you have any questions or concerns. Thank you!