



## ISBER Membership Join and Renew Guide

### Is this guide for you?


This guide is for **individual** and **organizational** account holders to join or renew. If you are a sub-account holder, this guide will not apply. Please contact your organizational account holder to remind them to renew, or email [info@isber.org](mailto:info@isber.org) if you do not know who your organizational account holder is, and we can provide this information to you.

### Not sure what account you hold?

Log in, and click on Profile Home to check your member status. Your membership is listed under your name as shown below.

JESSICA LUU

+ More

 Last updated: 3 minutes ago  
**Jessica Luu**  
Organization Sub Account - No Journal -- Geographic Region: Americas

### Want this guide open while you join/renew?

To view this guide while you join/renew, download it as a Word document [here](#).

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## Membership Join Guide

1. Click on the “Join ISBER” button below or go to <http://www.isber.org/?page=SelectMbrType>



2. Choose if you want an **individual** or **organizational** membership.
3. Choose the type of membership you want. Membership discounts<sup>1</sup> only apply for individual memberships and not organizations.
4. Fill out membership information. Mandatory fields are marked with a red asterisk (\*).
5. ‘Membership Dues’ page: confirm your membership type and member information. If you do not want to pay by credit card right away, choose the **Bill Me** option.

Payment Information

**Payment Amount** \$329.18 (includes \$15.68 Tax/VAT)

**Payment Type\***  Bill Me  Credit Card

**Name on Card\***


**Card Type\***

**Card Number\***

**Card CVV Num\***  What is this?

**Exp. Month/Year\***   (MM/YYYY)

**SUBMIT SECURELY**



6. You will receive 2 emails upon submitting:
  - a. a thank you email for joining ISBER
  - b. an invoice confirmation for your closed invoice (if paid by credit card) or an outstanding invoice with link to pay by credit card and instructions to pay by cheque or wire transfer (if unpaid – chose “Bill Me” option)

<sup>1</sup> All new members automatically receive 15% off their membership and members from [Low and Middle Income Countries](#) automatically receive 50% off their membership, excluding printed journal costs.

## Membership Renewal Guide

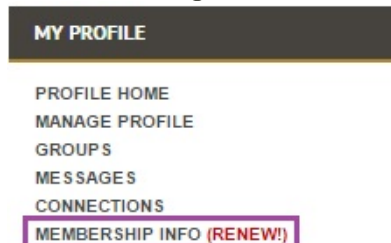
1. Click on the “Renew Your Membership” button below or go to <http://www.isber.org/members/membership.asp>



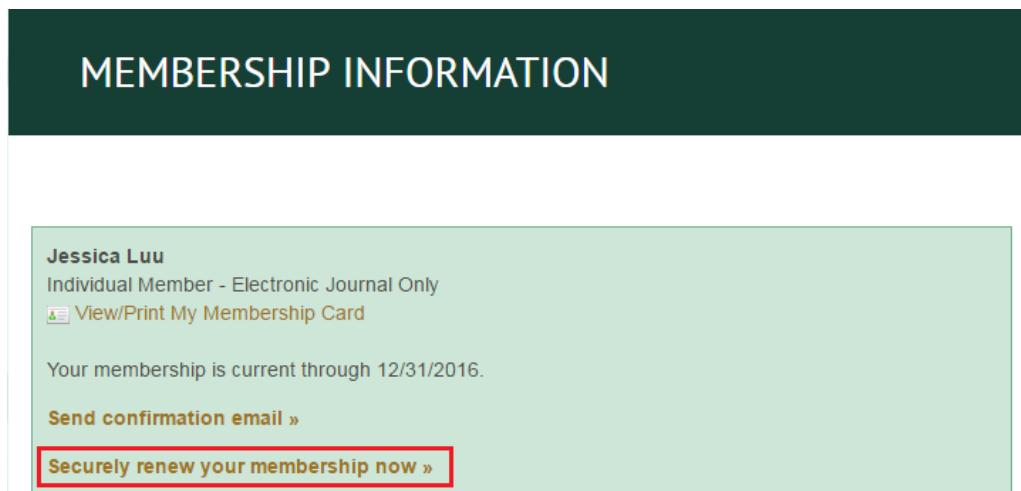
2. Sign into your individual or organizational account.
  - a. If you forgot your password (but remember your username or email), [click here](#) to have your password reset link sent to the email associated with your account.
  - b. If you forgot your username and/or email, contact [info@isber.org](mailto:info@isber.org) to have it sent to you.

### If Today’s Date is Between Membership Renewal Date and December 31

3. Your account has not expired yet. You will see a list of all upcoming deadlines upon log-in. Click on **Membership Info** in the box at the right-hand corner to start the renewal process.



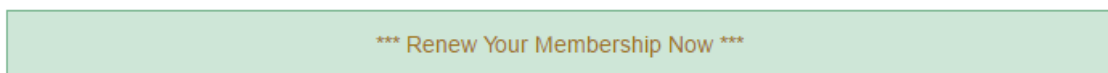
4. Click on **renew your membership** link to start.



- Alternatively, you can click on Profile Home or Manage Profile to view your current information.

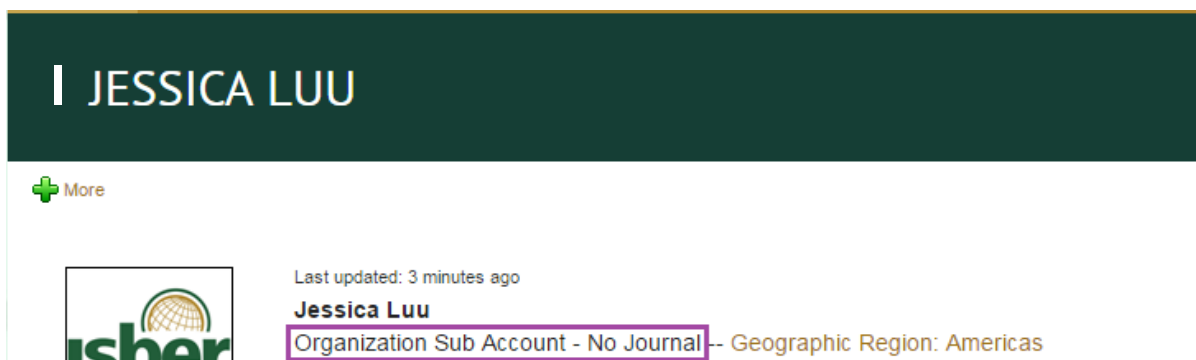


- On both the Profile Home and Manage Profile pages, you will see the image below. Click to start the membership renewal process.



If you do not see the Membership Info or Renew options

- Check if you have a sub-account by clicking on Profile Home and checking your **member status**.



- If you are a sub-account, you cannot renew your organizational account. Contact the organizational account holder to remind them to renew. If you do not know who your account holder is, contact [info@isber.org](mailto:info@isber.org).

If Today's Date is January 1 or Later

9. Your membership has expired. Upon log-in, you will see a message prompting you to **renew**.

**MEMBERSHIP INFORMATION**

**Jessica Luu**  
Individual Member - Electronic Journal Only  
[View/Print My Membership Card](#)

**Your current membership has expired.** It expired on 12/31/2015.

[Send confirmation email »](#)

[Securely renew your membership now »](#)

10. If you are a sub-account, you will see the message below upon trying to log in. As a sub-account, you cannot renew your organizational membership. Please contact the organizational account holder to remind them to renew. If you do not know who your account holder is, contact [info@isber.org](mailto:info@isber.org).

**MEMBER LOGIN**

Welcome to the ISBER online community. You must log in for access to member areas. If you are not a member we welcome you to join.

**The master account that you are associated with has expired.**

jluu

.....

Remember Me

**SIGN IN**