Renewing as a MISAC Agency Member

**Agency memberships:** This category puts a $1,000 annual cap on the amount any one agency has to pay for membership. A city or special district can pay the $1,000, sign up one person as the “Primary” (i.e., Full Voting) member and have as many Associate members as desired. This must be handled in a single $1,000 transaction (although additional Associate members can be added throughout the year). If you are signing up more than seven MISAC members from your agency, this category makes the most sense.

**Step 1:** To renew your entire agency as a MISAC Agency Membership, either by credit card or via check, go to the MISAC website, login, and select “Your Cart” at the top of your screen.

**Step 2:** Do a search for the category of Membership.
OVERVIEW: When renewing as an Agency Member, you will first select the Agency member item (corresponding to your Chapter) and add it to your cart. There will be a comment box in which you can add the details of your renewals or email an Excel file containing the names and email addresses of those people you would like to have as MISAC Members.

In this example, we have chosen the Central Chapter Agency Membership 2019-2020 by locating the correct member type option and selecting View.

**Step 3:** Once selected, you will be presented with a text box that you should use to add the corresponding member information. Each agency is only allowed one Full member per agency.

Include the member names and email addresses separated by commas as shown above or email an Excel sheet with the information to info@misac.org. Select Add Item to add the item in your cart as shown below:
**Step 4:** Review your cart, and if you are finished, press the **Checkout** button.

![Cart Review](image)

**Step 5:** There are two steps to checking out and two payment methods. Both will be outlined here. The first screen gives you the option of paying by check **Bill Me** or paying by **Credit Card**. In either case, you will get an invoice for your records at the end of the process.

**Paying by Check:**

![Checkout Screen](image)

In this example, we want to pay by check. To do this, simply choose the **Bill Me** option in “Payment Type”.

Additionally, when you select the **Check here if the billing address is same as the recipient information**, the billing information will transfer into the proper fields. All you will need to do is to enter your phone number in the **Phone** field, click on the **Proceed to Confirmation** button and you are ready for the next step.
Paying with a credit card:
If paying with a credit card you would choose “Payment Type”, **Credit Card**.

When you select the **Check here if the billing address is same as the recipient information**, the billing information will transfer into the proper fields. Please insure the billing address for credit cards is the address where the credit card statements are sent. All you will need to do is to enter your phone number in the **Phone** field, click on the **Proceed to Confirmation** button and you are ready for the next step.
**Step 6:** The last screen is simply a verification screen to review your order for accuracy. When done, simply press the **Complete Order** button to complete the order and to produce an invoice or process the credit card payment.

![Checkout Screen](image)

Please enter your address and billing information in the form below.

**Before finalizing your order, please verify the information below. Then click the "Complete Order" button to complete the checkout process.**

**RECIPIENT INFORMATION**
- **First Name:** Test
- **Last Name:** Member
- **Address:** 123 Main Street
- **City/Town:** Anywhere
- **Location:** California
- **Postal Code:** 99999
- **Country:** United States
- **Organization:** Your Agency

**BILL TO NAME:** Test Member
- **Organization:** Your Agency
- **Address:** 123 Main Street
- **City:** Anywhere
- **Location:** California
- **Postal Code:** 99999
- **Country:** United States
- **Phone:** 555-123-1234

**ADDITIONAL CUSTOMER INFORMATION**

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRODUCT</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Central Chapter Full MSAC Member Renewal 2019-2020 Full name; email address</td>
<td>$130.00</td>
</tr>
<tr>
<td>2</td>
<td>Central Chapter Associate MSAC Member Renewal 2019-2020 Associate Member 1, email address Associate Member 2, email address - NEW</td>
<td>$260.00 ($130.00 each)</td>
</tr>
</tbody>
</table>

**SUBTOTAL:** $390.00
**Grand Total:** $390.00

**Step 7:** Click the **View Invoice/Receipt** button, to print or save your invoice.

![Invoice Screen](image)

Thank you for your purchase. You can expect an email confirmation shortly.
At this point, you can print your invoice and submit it for payment or, if you used a credit card, you can print the invoice for your expenses or for credit card statement reporting.

**PLEASE NOTE:** When you use this system to renew or purchase memberships through the MISAC store, we will manually update the expiration dates of the existing members when the invoice is paid. If the member is new, we will create a new account and contact that member via email so that they can log in and create their new password.