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.

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:

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.

PAYMENT INFORMATION

Total Amount: $390.00 (includes $0.00 Tax)

Promo Code: [   ] [Apply]

Payment Type: ● Bill Me
○ Credit Card

[ ] Check here if the billing address is the same as the recipient information

Bill To Name:* [   ] [   ]
Organization: [   ]
Address:* [   ]
[   ]
City/Town: [   ]
Country: * [▼]
Location: [   ]
Postal Code:* [   ]
Phone:* [   ]
PO: [   ] Only Alphanumeric Characters Allowed

ADDITIONAL CUSTOMER INFORMATION

Please Enter Comments Below:
[   ]

[PROCEED TO CONFIRMATION >>]

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.

PAYMENT INFORMATION

Total Amount: $390.00 (includes $0.00 Tax)

Promo Code: [   ] [Apply]

Payment Type: ○ Bill Me
● Credit Card

Card Type:* [▼]
Card Number:* [   ]
Card CVV Number:* [   ] (What is this?)
Exp. Date:* [   ] / [   ] (mm/yyyy)

[ ] Check here if the billing address is the same as the recipient information

Name on Card:* [   ] [   ]
Organization: [   ]
Address:* [   ]
[   ]
City/Town: [   ]
Country: * [▼]
Location: [   ]
Postal Code:* [   ]
Phone:* [   ]
PO: [   ] Only Alphanumeric Characters Allowed

ADDITIONAL CUSTOMER INFORMATION

Please Enter Comments Below:
[   ]

[PROCEED TO CONFIRMATION >>]

tion

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 (Step 2 of 2)

Enter search criteria...

Main Storefront

🛒 Cart (3)

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
Middle Name:	
Last Name:	Member
Suffix:	
Address:	123 Main Street
City/Town:	Anywhere
Location:	California
Postal Code:	99999
Country:	United States
Organization:	Your Agency
Home Phone:	
Business Phone:	
Mobile Phone:	
Email Address:	testm@email.com

🔒 SSL SECURED
THIS SITE SECURED BY SSL ENCRYPTION

PAYMENT INFORMATION

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
PO:	

ADDITIONAL CUSTOMER INFORMATION

QTY.	PRODUCT	PRICE
1	Central Chapter Full MISAC Member Renewal 2019-2020 *Full name; email address*	$130.00
2	Central Chapter Associate MISAC Member Renewal 2019-2020 *Associate Member 1, email address Associate Member 2, email address - NEW*	$260.00 ($130.00 each)
	SUBTOTAL:	$390.00

Grand Total: $390.00   Edit Cart

COMPLETE ORDER

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

Thank You

Enter search criteria...

🖨 View Invoice/Receipt

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.