

Making a payment to renew your annual NACE membership

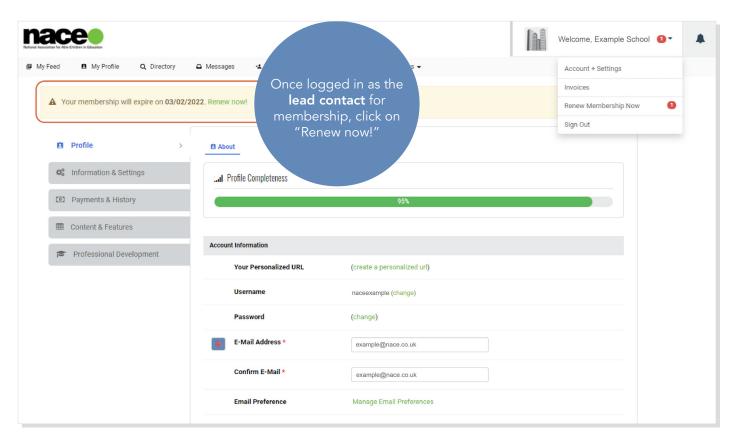
If your annual NACE membership is due for renewal, we will send an invoice to the lead contact within your school/organisation via email during the month before your renewal date. The invoice should be passed on to your finance department for payment. You can also view invoices and make payments online by logging in to the NACE website and visiting the "Payments & History" section of your profile. This should be done using the login details of the lead contact; if you are not sure who this is or need to update these details, please email membership@nace.co.uk or call 01235 425004.

Note: if you need to raise a purchase order, please do this as soon as possible to avoid delays.

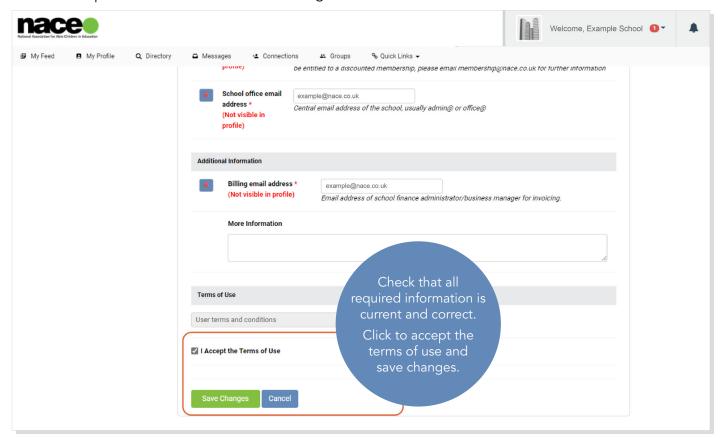
If you have not yet received your invoice and would like to make a payment in advance, you can do so up to 30 days ahead of your renewal date by following these steps:

Log in to the NACE website. This should be done using the details of your school/ organisation's lead contact. If you are not sure who this is or need to update these details, please email membership@nace.co.uk or call 01235 425004.

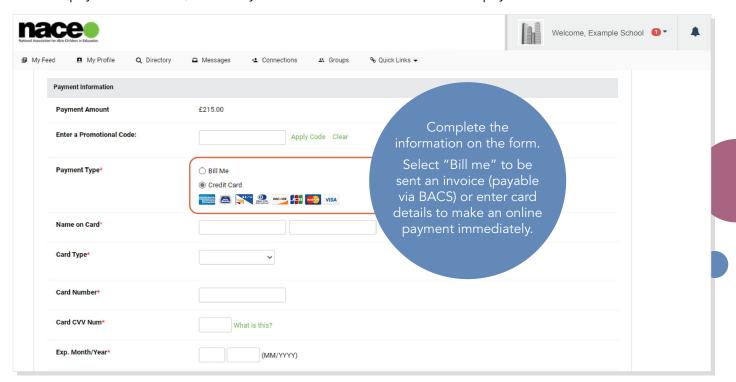
Once logged in, click on "Renew now!"



You will be prompted to review and update your school/organisation's details. Check to ensure all required information is entered correctly and is up to date. Then click to accept the terms of use and save changes.



You will then be prompted to complete a form to renew your membership. Enter the required information and then select "Bill me" to be sent an invoice (payable via BACS) or enter your card details to make an online payment.



For assistance, please contact finance@nace.co.uk or call 01235 425004.

