

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:

1.

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!"

The screenshot displays the NACE website's user interface. At the top, the NACE logo is on the left, and a user greeting 'Welcome, Example School' with a notification icon is on the right. Below the header, a navigation bar includes links for 'My Feed', 'My Profile', 'Directory', and 'Messages'. A prominent yellow banner with a warning icon states: 'Your membership will expire on 03/02/2022. [Renew now!](#)'. On the left side, there is a 'Profile' menu with options: 'Information & Settings', 'Payments & History', 'Content & Features', and 'Professional Development'. The main content area shows the 'About' section with a 'Profile Completeness' bar at 95%. Below this is the 'Account Information' section, which includes fields for 'Your Personalized URL', 'Username', 'Password', 'E-Mail Address', and 'Confirm E-Mail', each with a '(change)' link. A blue circular callout with white text is overlaid on the 'Renew now!' button, stating: 'Once logged in as the lead contact for membership, click on "Renew now!"'. A dropdown menu is also visible on the right, showing options: 'Account + Settings', 'Invoices', 'Renew Membership Now' (with a red notification badge), and 'Sign Out'.

2.

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.

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National Association for Able Children in Education

Welcome, Example School

My Feed My Profile Directory Messages Connections Groups Quick Links

School office email address *
(Not visible in profile)
example@nace.co.uk
Central email address of the school, usually admin@ or office@

Additional Information

Billing email address *
(Not visible in profile)
example@nace.co.uk
Email address of school finance administrator/business manager for invoicing.

More Information

Terms of Use

User terms and conditions

☒ I Accept the Terms of Use

Save Changes Cancel

Check that all required information is current and correct. Click to accept the terms of use and save changes.

3.

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.

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Welcome, Example School

My Feed My Profile Directory Messages Connections Groups Quick Links

Payment Information

Payment Amount £215.00

Enter a Promotional Code: Apply Code Clear

Payment Type*

☐ Bill Me
☒ Credit Card

Name on Card*

Card Type*

Card Number*

Card CVV Num* What is this?

Exp. Month/Year* (MM/YYYY)

Complete the information on the form. Select "Bill me" to be sent an invoice (payable via BACS) or enter card details to make an online payment immediately.

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