

## Quick Steps to Renew your Membership:

1. On the website home page ([www.nals.org](http://www.nals.org)), enter your Username and Password into the Sign In fields in the reddish box on the bottom-right of the page and click the Sign In button directly below the fields.

The screenshot shows the NALS website home page. On the left, there are three promotional banners: "PARTNER WITH NALS", "MEDIA KITS", and "CLE VENDOR PROGRAM". In the center, there are two columns: "Latest News" and "Calendar", each with a "more" link. On the right, a "Sign In" section is highlighted with a red border. It contains "Login with Facebook" and "Login with LinkedIn" buttons, followed by "OR", "Username" and "Password" input fields, a "Forgot your password?" link, and a "SIGN IN" button. At the bottom, there are sections for "Non-Payment Mail", "Mail Payments", "Contact Us", "Career Center", and "Connect with Us" with social media icons.

- If you do not know your Username, email [membership@nals.org](mailto:membership@nals.org) or call 918-582-5188 for assistance. Please provide us with your full name and your company's name.
  - If you do not know your Password, use the "Forgot your password?" function to the left of the grey Sign In button.
  - If you do not see the Sign In fields at the bottom-right, you are already signed in.
2. You will now be on your Profile's homepage. Right below the menu bar, you will see a tan area that will have the message "Your membership will expire on [Date]. Renew Now!" Click on "Renew Now!"
    - You will only see this notice and be able to renew if your membership expires within the next 90 days.

The screenshot shows the NALS website profile page. At the top left is the NALS logo with the tagline "empower enable enhance promote". On the right, there is a "Welcome" message with a user profile icon. Below the header is a navigation bar with links: "My Profile", "Directory", "Messages" (with a red badge showing "20"), "Connections" (with a red badge showing "1"), "Groups", and "Quick Links". Below the navigation bar is a yellow banner with a warning icon and the text: "Your membership will expire on 04/30/2020 [Renew Now!](#)".



6. If you do not wish to make a donation to the NALS Foundation, you will need to uncheck the box next to the “I would like to make an additional donation after submitting this form” line.
7. At the bottom of the page, you will see the Terms Of Use. Review the terms and then check the box next to “I Accept the Terms of Use” and then click the Submit button.

Checkout Terms Of Use

AGREEMENT BETWEEN YOU AND NALS INC. (NALS...the association for legal professionals.)

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PLEASE READ THIS TERMS OF USE AGREEMENT (THE "TERMS") CAREFULLY. BY ACCESSING OR USING THIS WEBSITE OR ANY OTHER WEBSITES OF NALS, INC. ("NALS") WITH LINKS TO THIS AGREEMENT (COLLECTIVELY, THE "WEBSITE") IN ANY WAY, INCLUDING USING THE SERVICES ENABLED VIA THE WEBSITE (THE "SERVICES") BY NALS OR USERS OF THE SITE ("USERS"), CLICKING THE "I ACCEPT" CHECK BOX, OR MERELY BROWSING THE WEBSITE, YOU REPRESENT THAT YOU

I Accept the Terms of Use



Submit

8. Once you have submitted:
  - a. If you paid by credit card – once the payment has been processed, you will receive a confirmation at the email address on file. Your membership has now been paid!
  - b. If you paid by check – you may now view/print your membership invoice. Please include a copy of your invoice with your dues check and send both to the NALS office at 3502 Woodview Trace, Ste. 300, Indianapolis, IN 46268.

If you have any questions or need assistance, contact NALS at [membership@nals.org](mailto:membership@nals.org) or call 918-582-5188.