How to Renew your ANG Membership Online

STEP 1 - LOGIN

Go to www.needlepoint.org

If you are already logged in as a member, you can click on "*My Profile*."

If you are not already logged in as a member, you will have two choices for sign in:

- You can click on the "*Sign In*" link at the top right of the page.
- OR fill in the boxes in the middle of the page.

    Either one takes you into the website as a member.

STEP 2 - CHECK RENEWAL STATUS

If your dues are due within the next 60 days, you will see a red letter note next to the Membership Information that says: (*Renew!*). Click on that note.

STEP 3 - REVIEW/UPDATE YOUR PROFILE

The next screen you see will have a box that says "*Before renewing your membership, please review and make any necessary updates to your profile. Click OK to update or verify your current profile information*."

When you click OK you will be taken to your profile information.

NOTE: There's a good bit of information on this page so you may want to spend some time updating your profile. Remember that only you can designate your primary chapter and that the primary chapter is a required field. The chapters you belong to can add you to their groups but only you can indicate which is primary.

Once you've made any changes you need to your profile, scroll down to the bottom of the page and click on "*Save Changes*."

STEP 4 - SELECT YOUR MEMBERSHIP

Next you will be taken to a screen where you can choose the type or length of membership you prefer.

Choose one from the drop-down list. NOTE: This is a good time to consider becoming a Life Patron. There are many advantages, including that you never have to pay dues again!

STEP 5 - PAYMENT

After you check the Member Information, scroll down to the Billing Information and either click on "*Member and Billing Information are the same*" OR enter the Billing Information.

Now you can choose how to pay, either with a credit card or with a check mailed to the office("Bill Me").

If you choose credit card fill in the information, click on *"I accept the Terms of Use*" and then click "*Submit*" and you're done.   If you want a copy of the invoice, follow the instructions for printing your invoice below. You may find it under the "*Closed Invoice"* drop down.

If you want to pay by check, choose "*Bill Me*" so that you can print an invoice to mail with payment. Click on "I *accept the Terms of Use*" and then click "*Submit.*"

The next screen you'll see says"*Click "Manage Profile*" in the blue box and then click on "*Payment and History*."

Click on the little dollar bill and that will take you to your invoice. Print it and mail along with your check to the office at:

American Needlepoint Guild
Attn: Matthew Reid
1120 Route 73
#200
Mount Laurel, NJ 08054-5113

The invoice will stay in your payment history and will be moved from Open to Closed once the check is processed at the office. If you don't send the payment, you will receive a reminder the middle of the following month. Just remember, if your dues have been expired for more than 30 days, you will not show up as a member of ANG, and will not receive the next copy of *Needle Pointers* when it is mailed.

Be sure to let Matthew (ang@needlepoint.org) or your Area Representativeknow if you encounter problems getting this important task accomplished.

Thank you for your support of ANG!