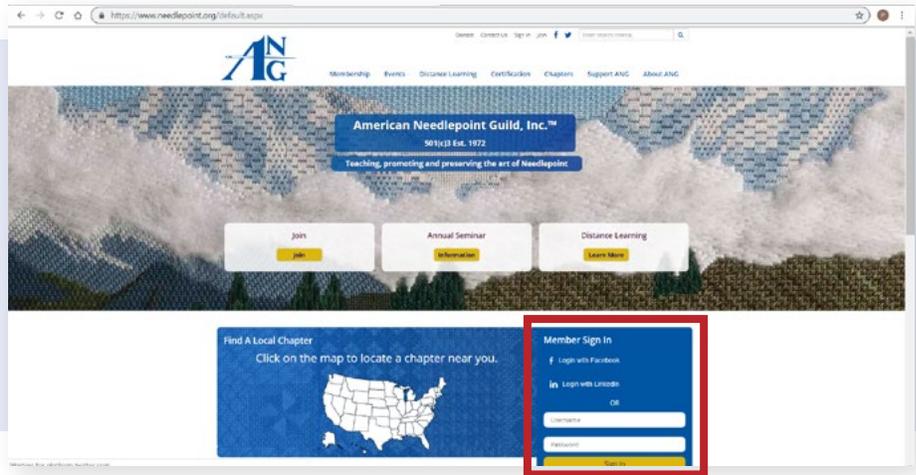


Navigating the Website: Paying Dues

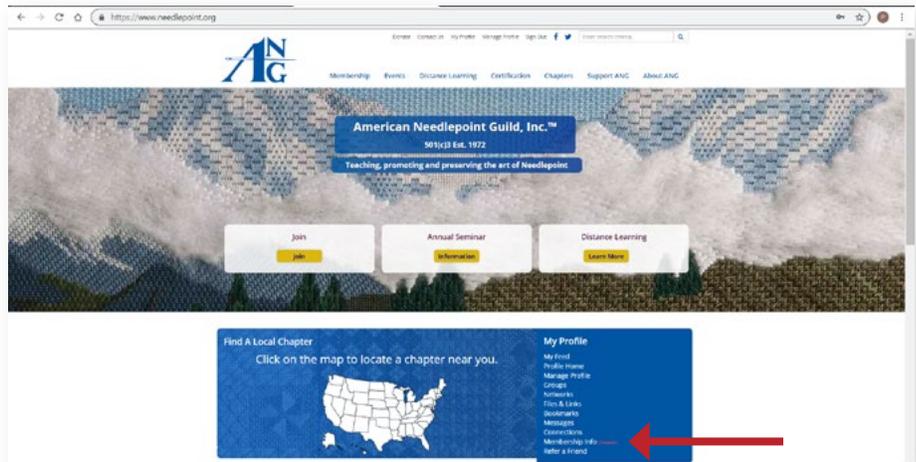
By Patricia Dugan

Many ANG members pay their dues online at www.needlepoint.org. However, for anyone who hasn't yet mastered this convenient option for dues payment, the following guide will be useful.

Your first stop at www.needlepoint.org is the homepage. You will have two choices to sign in: click on the link in the circle at the top of the page or in the boxes indicated by the arrow. Either one of these steps will bring you to the member log-in page. To log in, fill in the required fields and click "submit."

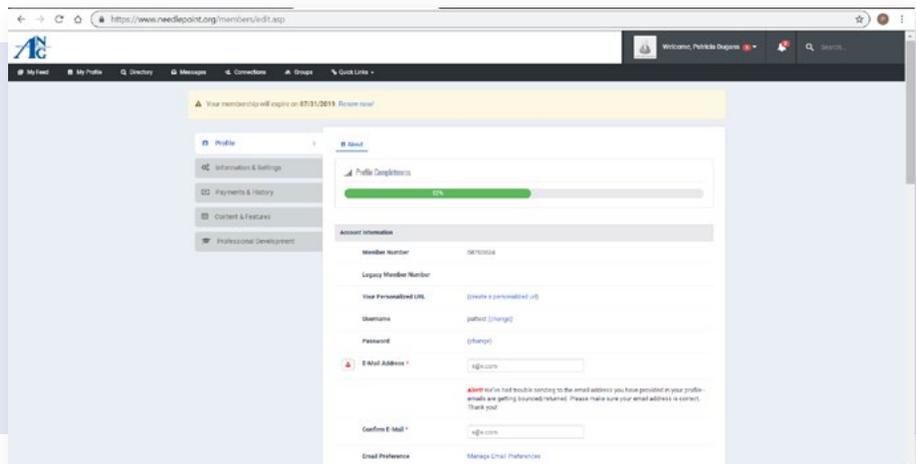


If your dues are up for renewal soon, you will see a red note next to the Membership Info that says "Renew!" Click on that note. On the next screen, you will be prompted to review and make any necessary updates to your profile. Click "OK," and you will be taken to your profile information where you can make any necessary changes. Remember that while chapters can add you to their groups, only you can designate your primary chapter.



The account depicted here has an alert that some information must be corrected in order for the communication between the user and ANG to work properly. Correct any information indicated.

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



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Next, you will have the option to choose the type or length of membership you prefer from a drop-down list. In the sample here, I chose two years. This is a good time to consider becoming a Life Patron. There are many advantages, but important here is you never have to pay dues again!

The screenshot shows the 'Membership Item' selection page. At the top, there is a navigation bar with 'My Feed', 'My Profile', 'Directory', 'Messages', 'Connections', 'Groups', and 'Quick Links'. Below the navigation, a welcome message for 'Patricia Deegan' is visible. The main content area is titled 'Membership Item' and includes a sub-header 'Join or renew today! Carefully fill out the form below. Once we process your dues, you will enjoy full access to the Online Member Community. Thank you for your support! If you are signing up for the first time, this is the last step of your registration.' The 'Membership Information' section contains a dropdown menu for 'Member' with options: 'Member - 1 year - \$45.00', 'Member - 2 year - \$85.00' (highlighted in blue), 'Member - 5 year - \$225.00', 'Member - 10 year - \$450.00', 'Life Patron - USA', and 'Life Patron - USA (institutions) - \$2,000.00'. To the right of these options are fields for 'Annual Dues', 'Join/Renew', and 'Amount Due'. Below this is a 'Member Information' section with fields for 'First Name' (Patricia), 'Last Name' (Deegan), 'Primary Group' (ANG Community), and 'Email Address' (kps@ang.org).

Check your Member Information and then scroll down to the Billing Information section and either click to select the box next to "Check here if member address is the same as the billing address" or enter your billing address.

The screenshot shows the 'Billing Information' section of the membership registration process. It includes a checkbox labeled 'Check here if the billing address is the same as the member address'. Below this are several input fields: 'Organization', 'Address*', 'Address Cont.', 'City/Town*', 'Country*' (set to 'United States'), 'State*' (set to 'Alabama'), 'Postal Code' (06111), and 'Phone*'. There is also a 'PO Number' field. At the bottom, there is a checkbox to 'Update the Primary Address section of my profile with the address and organization information entered above'.

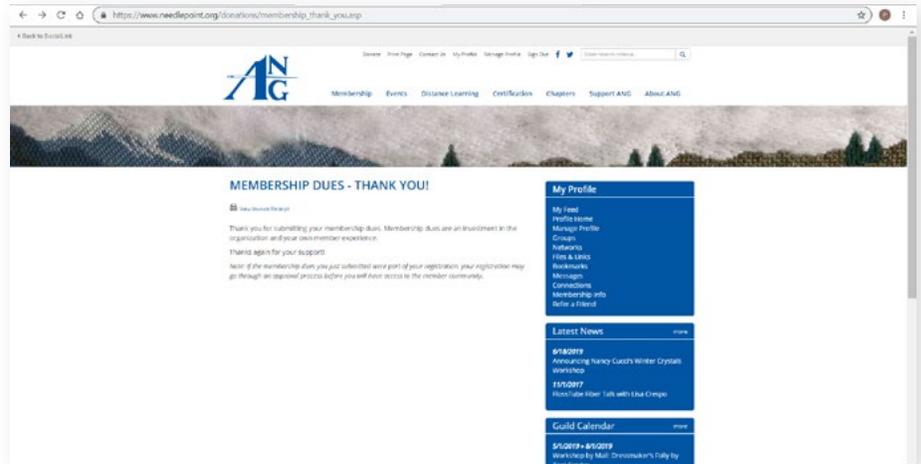
Now you can choose how to pay, either with a credit card or with a check mailed to ANG's national office. If you choose to pay by credit card, fill in the information here, click on "I accept the Terms of Use," and then click "Submit" and you're done. If you want a copy of the invoice follow the instructions to print your invoice. You may find the invoice under the "Closed Invoice" drop down menu.

The screenshot shows the 'Payment Information' section. It includes a 'Payment Amount' of '\$85.00'. The 'Payment Type' is set to 'Credit Card'. Below this are fields for 'Name on Card*' (Patricia Deegan), 'Card Type*', 'Card Number*', 'Card CVV Num*' (with a 'What is CVV?' link), and 'Exp. Month/Year*' (with a 'MM/YYYY' link). At the bottom, there is a 'Checked Terms of Use' section with a checkbox and a text box containing the text: 'Credit Registration Fees and Distance Learning classes are non-refundable.' Below the text box is a checkbox labeled 'I Accept the Terms of Use'.

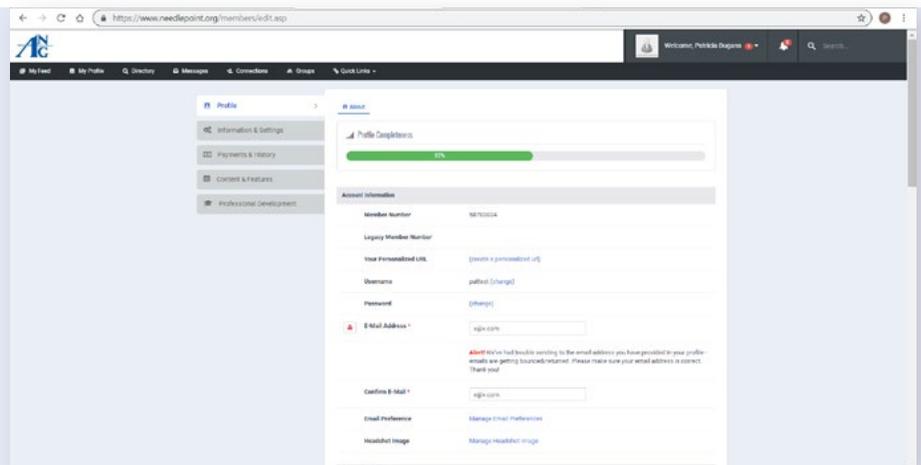
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To Pay Via Check

I chose “Bill Me” so I can print an invoice to mail with my payment via check sent to ANG’s national office. Click on “I accept the Terms of Use” and then on “Submit.” After doing this, you’ll see: →

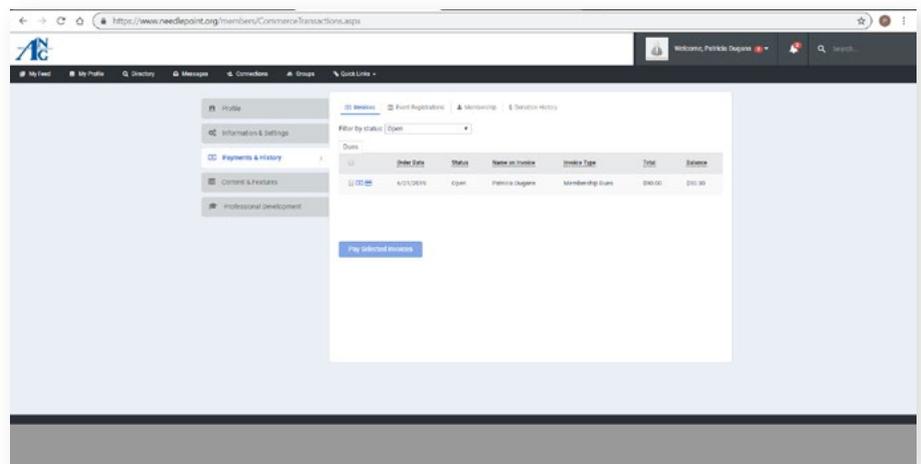


Click “Manage Profile” in the blue box, , which will bring you to this page: →



Click on “Payment and History,” which will take you here: →

Click on the little dollar bill and that will take you to your invoice. Print it and mail along with your check to ANG’s national 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.

Be sure to let your area representative, me, or Matthew know if you encounter problems getting this important task accomplished. Thank you for your support of ANG!