# 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.needepoint.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." ⟶
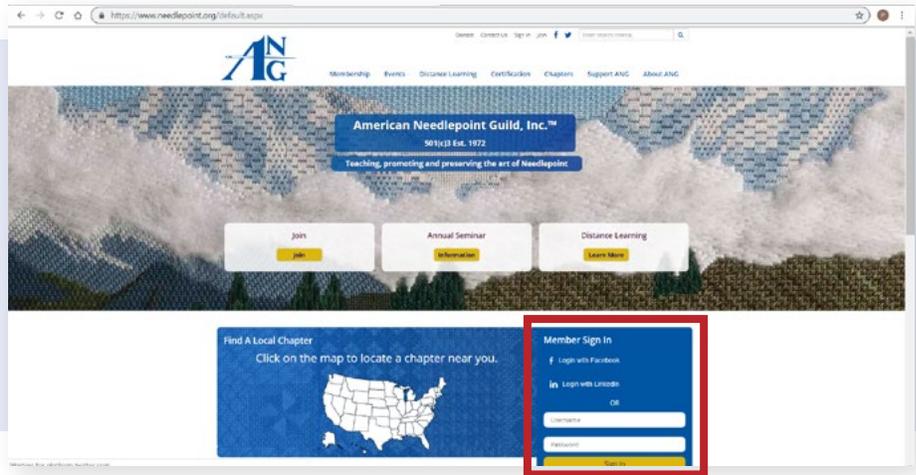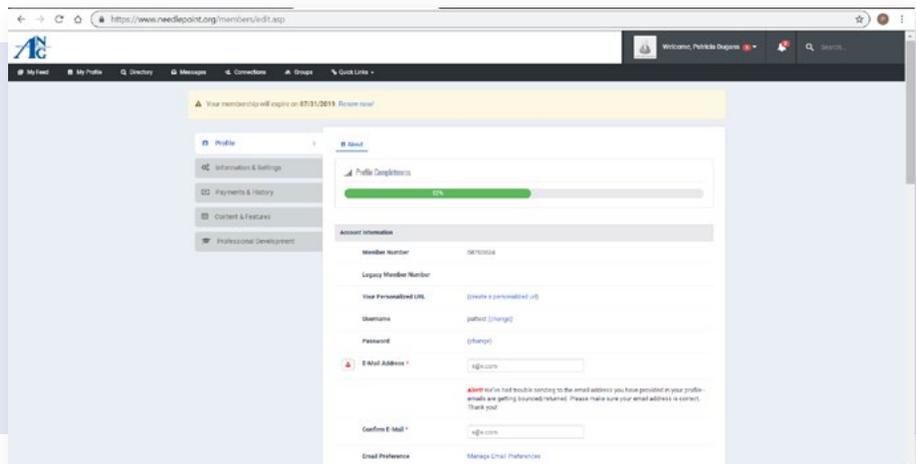
If your dues are up for renewal soon, you will see a red note next to the Membership Info that says "Renew!" Click on that note. On the next screen, you will be prompted to review and make any necessary updates to your profile. Click "OK," and you will be taken to your profile information where you can make any necessary changes. Remember that while chapters can add you to their groups, only you can designate your primary chapter. ⟶
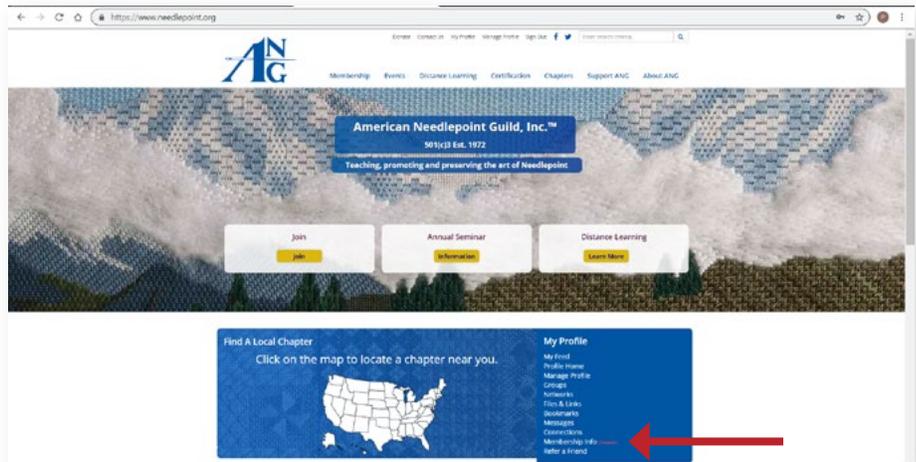
The account depicted here has an alert that some information must be corrected in order for the communication between the user and ANG to work properly. Correct any information indicated.

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

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!

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.


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.
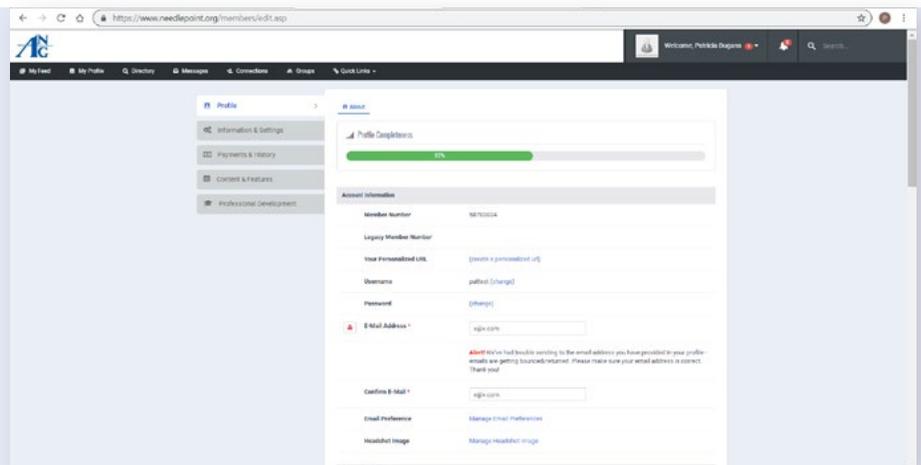
» Guild News

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: ⟶
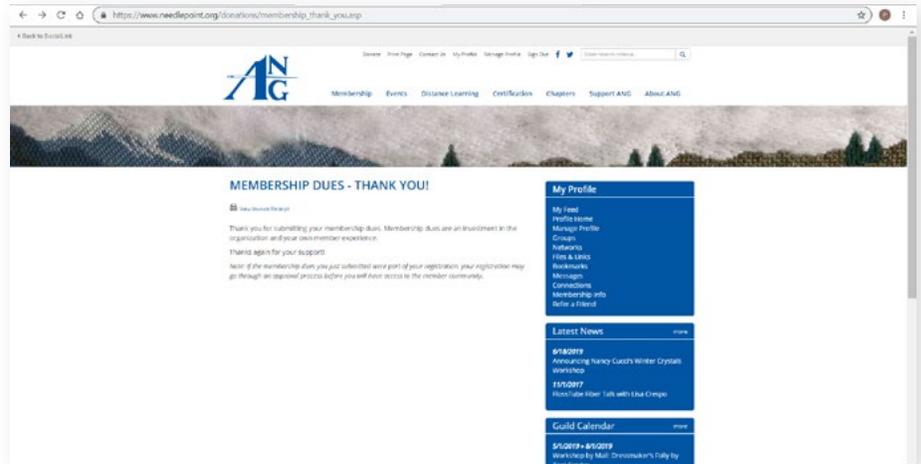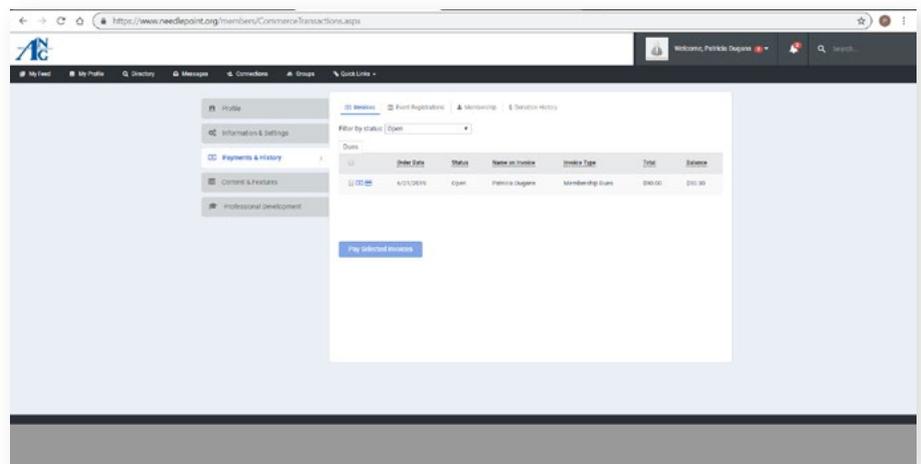

Click "Manage Profile" in the blue box, , which will bring you to this page: ⟶

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!