

## How do I pay my association's affiliation fee?

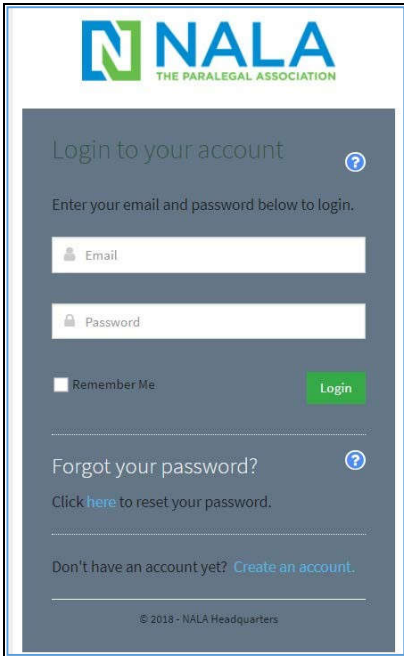
With NALA's new association management system, a new method is available for affiliated associations who wish to renew the annual affiliation fee online.

All NALA Liaisons have been assigned the role of Manager for their respective associations. In the event an association does not have a NALA Liaison, the President is assigned the Manager role. To pay the annual affiliation fee online:

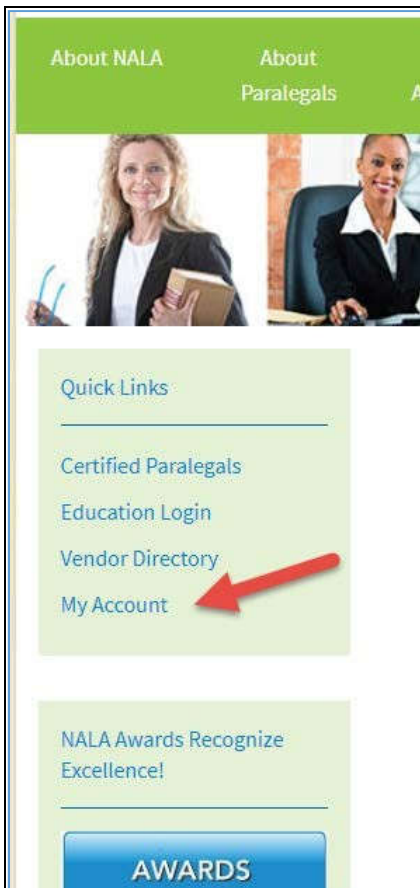
1. The NALA Liaison or the President should Log into your individual NALA account by clicking **Log In** at the top right side of NALA's website at <https://www.nala.org>.



2. Enter your email and password. If this is the first time you have logged into your account, Password1 is your temporary password. After you enter it, you will be required to change your password. Be sure to use your primary email account as your log in. You can also obtain a link to reset your password.



3. The NALA home page is then displayed. Click **My Account** on the left side of the window.



4. On the **Organizations** tab, you can see affiliated association information on the right of the window.

★ Overview   Account   **Organizations**   Purchases   Requests   Documents

Organizations

1 [ 1 to 2 out of 2 records ]

Name	Relationship	Manage
Paralegal Association of New City	< Paralegal Association of New City is <b>Employer</b> of Lucy > Lucy is <b>Manager of Organization</b> of Paralegal Association of New City	Manage
Paralegal Association of New City	< Paralegal Association of New City is <b>Volunteer</b> of Lucy > Lucy is <b>NALA Liaison</b> of Paralegal Association of New City	Manage

5. Click Manage, then click Renew

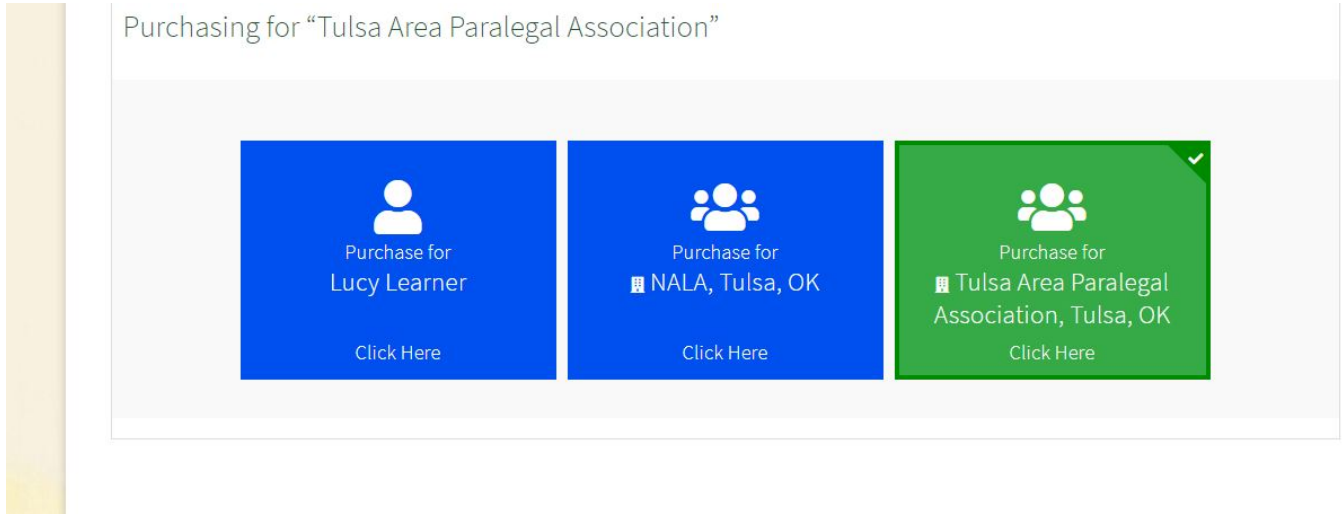
Membership

AFFILIATE

EXPIRES:  
9/30/2019

Renew >



6. With the Renew membership displayed, select affiliate membership, then click review & checkout to proceed to the checkout screen.



7. Select Affiliate Membership then click checkout.

Purchasing for "Houston Corporate Paralegal Association"

You can click or tap on each item to go back and make changes.

Item	Quantity	Item Price	Item Total	Remove
 <b>Affiliate</b> <span>Membership</span>	1	\$ 250.00	\$250.00	

Promo Code

Promo Code  Apply

Subtotal \$250.00

Subtotal does not include applicable taxes or shipping costs, if any.

Clear Cart Checkout

8. Enter the information on the screen and click Next. The following screen opens. Enter the information on the screen.

1 Customer      2 Open Orders/Invoices      3 **Submit**      4 Confirmation

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Lucy L. Learner

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**Order Summary**

ITEMS	\$250.00
TOTAL	\$250.00

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**Billing Address**    + add new billing address

17022 Park Ave Shirodon, Wisconsin 54170-0004 United States

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**Payment Options**

Credit Card



Name on Card:

Card Number:

CVV Number:

Expiration Date:

Billing Zip/Postal Code:

Save this Credit Card?  Stored securely in Authorize.net

Auto Pay?

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**Confirmation Email**

Send confirmation email to:

Send a copy to:

**Submit Payment** ✓

8. Follow the prompts for payment information and submit the payment. Once you click **Submit Payment**, you will be provided an opportunity to review the payment and ensure the information is accurate. Once you click **Checkout** the **Order Summary** window opens.
9. Click the box to agree to the Terms and Conditions. Using your mouse, finger, or stylus (depending on the device you are using), sign your name in the box.
10. Enter your billing information and method of payment.
11. If you wish to have the affiliation auto-renewed and paid every year, click the box to do so. Please note if you choose this option, you will receive a notification prior to payment being applied.
12. If you would like to have your credit card stored securely on file for future purchases, click the box to do so.
13. Add an additional email address for the confirmation (optional) and click **Submit Your Order**.

**Congratulations! You have successfully renewed your association's affiliation!**

Please note:

- If you do not see the **Manage** button under **Organizations** when you log into your account, and you are the current NALA Liaison for your association, please contact Deanna Young at NALA (918.587.6826 ext. 412; or [dyoung@nala.org](mailto:dyoung@nala.org)) and provide the current officers for your association so that we may update our records.
- If your association wishes to pay by check rather than pay online, please contact Deanna Young at NALA (918.587.6826 ext. 412; or [dyoung@nala.org](mailto:dyoung@nala.org)) and a renewal invoice will be emailed to you. Please print the association renewal invoice along with the the check and mail to NALA at: 7666 E. 61st, Suite 315, Tulsa OK 74133.