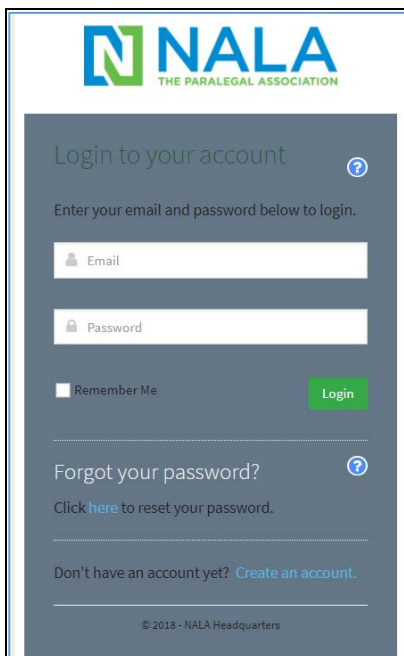


How do I renew my membership?

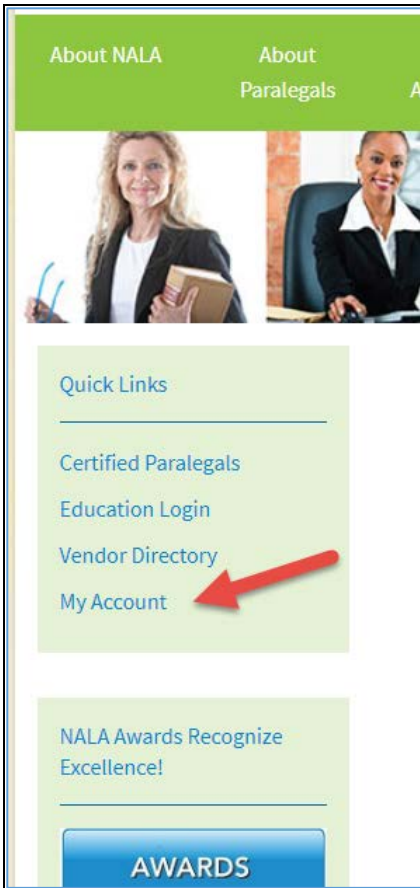
1. Log into your account by clicking **Log In** at the top right side of NALA's website at <https://www.nala.org>.



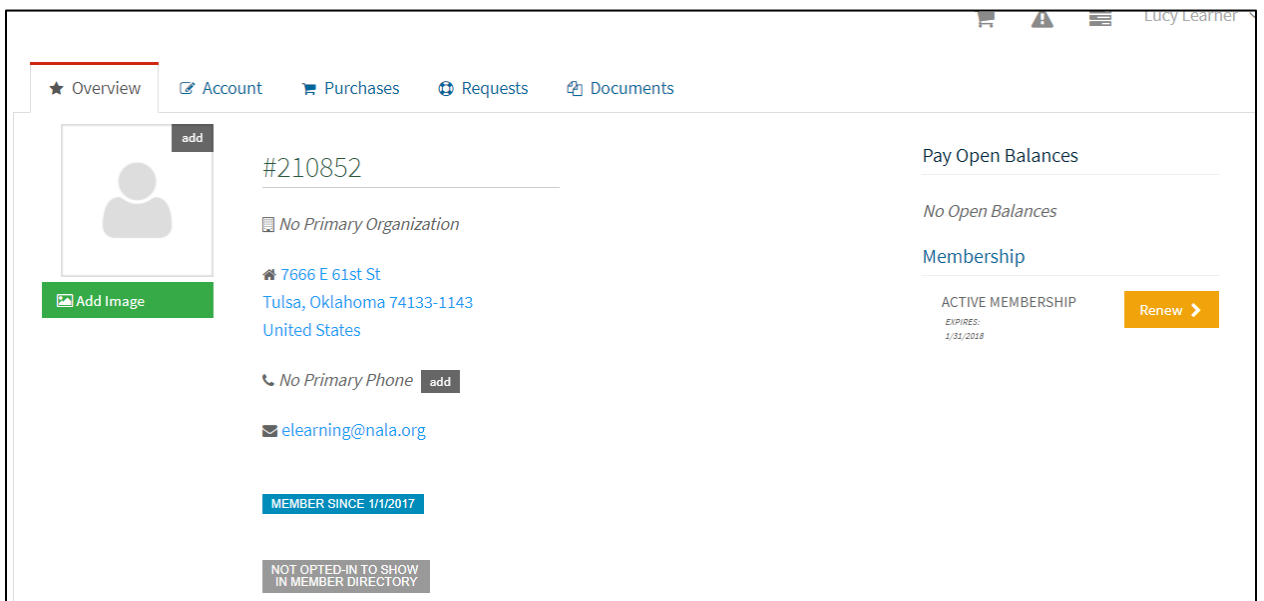
2. Enter your email and password. Be sure to use your primary email account as your log in. If you do not yet have a profile, you can create one. You can also obtain a link to reset your password.



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



4. Your account information is now displayed. On the **Overview** tab, you can see the Membership information to right of the window. Your membership information is displayed here. If your membership is ready for renewal, the **Renew** button will be displayed. You will also receive an email notifying you that it is time to renew.



5. To renew, click the **Renew** button. The NALA Membership window opens.

1 Information 2 Membership 3 Review 4 Submit 5 Confirmation

Purchasing for "Lucy L. Learner"

How did you become acquainted with NALA?:

NALA MEMBERSHIP

Are you active duty military?: *

Please select each NALA Affiliated Association that you belong to:

Affiliated Association Name:

Affiliated Association Name:

Please select your all the specialties that apply to you:

Specialties: *

Specialties:

Specialties:

Next >

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

1 Information 2 **Membership** 3 Review 4 Submit 5 Confirmation

Purchasing for "Lucy L. Learner"

Active Membership

Formal or specialized education or training for present position:

i Institution Name:

i Address 1:

i Address 2:

i City:

i State:

i Zip Code:

i Date of Graduation:

i If Certified Paralegal, Date Certified:




i If ACP (Advanced Certified Paralegal) Date Certified:

i Check the most appropriate description of your employer: *

Law Department; nonprofit organization
 Judicial agency; court; government
 Corporate law department

7. Click **Next**. The Review window opens.

The screenshot shows a shopping cart review page with a progress bar at the top indicating four steps: 1. Information, 2. Membership, 3. Review & Submit (highlighted in green), and 4. Confirmation. Below the progress bar, the text reads "Purchasing for 'Lucy L. Learner'". A note states, "You can click or tap on each item to go back and make changes." The cart contains two items:

Item	Quantity	Item Price	Item Total	Remove
 Active Membership <small>Membership</small> Active Membership is open to individuals who meet at least one of the specified qualifications.	1	\$140.00	\$140.00	
 Facts & Findings - 1 Year Subscription <small>Subscription</small> This subscription is required to be purchased together with Active Membership. The premier NALA information source is Facts & Findings and Facts & Findings Digital, a journal just for paralegals.	1	Free	Free	

Below the table, there is a "Promo Code" input field with an "Apply" button. The subtotal is displayed as "Subtotal \$140.00". A note below the subtotal states, "Subtotal does not include applicable taxes or shipping costs, if any." At the bottom right, there are two buttons: "Clear Cart" (with a trash icon) and "Checkout" (with a checkmark icon).

8. Ensure the information is accurate and click **Checkout**. The Order Summary window opens.

1 Information 2 Membership 3 Review & Submit 4 Confirmation

Purchasing for "Lucy L. Learner"

Order Summary

ITEMS	\$140.00
TOTAL	\$140.00

Terms and Conditions

I agree to be bound by the *Code of Ethics and Professional Responsibility* and the bylaws as adopted by NALA. I further understand that this application is subject to approval by NALA and as part of my submission, I declare that I met one of the qualifications listed above for membership. I further agree to NALA's Refund and Cancellation policy, which is posted on its website.

Sign in the box below using your pointer: *

Undo Clear

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.
 - a. If you wish to have your membership 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.
 - b. If you would like to have your credit card stored securely on file for future purchases, click the box to do so.
11. Add an additional email address for the confirmation (optional), and click **Submit Your Order**.

Congratulations! You have successfully renewed your membership.

[Video – How do I renew my membership?](#)