

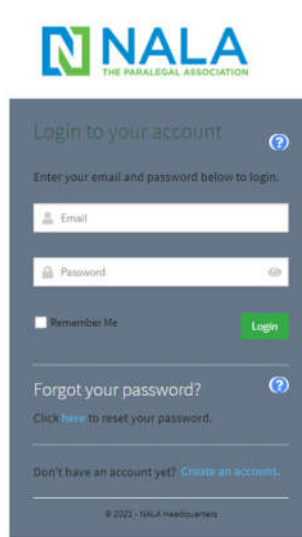
How to renew NALA Affiliated Association Membership?

With NALA's new database, 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 accessing the NALA Portal at <https://portal.nalamember.com/account/login.aspx?ReturnUrl=/account/profile.aspx>
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. On the Organizations tab, you can see affiliated association information on the right of the window. Click **Manage**,

Organizations

Name	Relationship	Manage
NALA	< NALA is Primary Employer of Lucy > Lucy is Manager of Organization of NALA	Manage
Tulsa Area Paralegal Association	< Tulsa Area Paralegal Association is Employer of Lucy > Lucy is Manager of Organization of Tulsa Area Paralegal Association	Manage

4. Then click **Renew**

Membership

AFFILIATE

EXPIRES:
9/30/2021

Renew >

As of: 9/1/2020

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



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Please note:

If you do not see the Manage under Organizations when you log into your account, and you are the current NALA Liaison for your association, please contact Patrice Pratt at NALA (918.587.6826 ext. 412; or ppratt@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 Patrice Pratt at NALA (918.587.6826 ext. 412; or ppratt@nala.org) and a renewal invoice will be emailed to you. Please print the association renewal invoice along with the check and mail to NALA at: 6450 S Lewis Ave, Suite 250, Tulsa OK 74136.