HOW TO RENEW YOUR NALA MEMBERSHIP

1. Go to the NALA website – www.nala.org

2. Click Login on top right side of page.

3. Login using your preferred NALA email address and password you created.

4. Once logged in click on Portal on the top right side of page.

5. Once you have accessed your Portal click on My Profile
6. Your NALA account information should now be displayed. On the **Overview** tab, you can see the Membership information to the right of the window. If your membership is ready for renewal, the **Renew** button will be displayed. You will also receive an e-mail notifying you that it is time to renew.

7. To renew your membership, click the **Renew** button. The NALA Membership window should open.

   a. *If you do not see the Renew button on the Overview screen, please follow the steps below to renew your membership:*

   i. Click the **Purchases** tab
   ii. Click the **Memberships** sub-tab
   iii. Click the **Active Memberships**
   iv. Click the **Renew** button
8. Follow the prompts: Information/Membership/Review/Submit/Confirmation

9. Membership payment must be submitted at the time of renewal.

Congratulations! You have successfully renewed your membership!