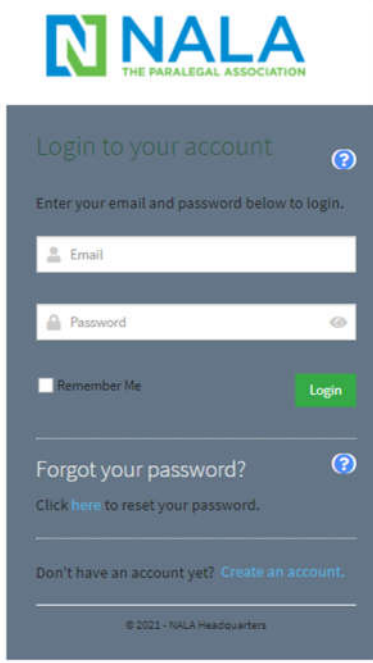


HOW TO RENEW YOUR NALA MEMBERSHIP

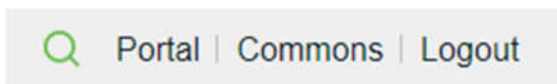
1. Go to the NALA website – www.nala.org
2. Click **Login** on top right side of page.



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

A screenshot of the NALA login page. At the top is the NALA logo. Below it is the heading "Login to your account" with a help icon. The instructions say "Enter your email and password below to login." There are two input fields: "Email" and "Password" (with a toggle for visibility). A "Remember Me" checkbox is next to the password field. A green "Login" button is to the right. Below the fields are links for "Forgot your password?" and "Don't have an account yet? Create an account." The footer says "© 2021 - NALA Headquarters".

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**

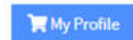
Welcome to NALA

Thank you for accessing your NALA account.

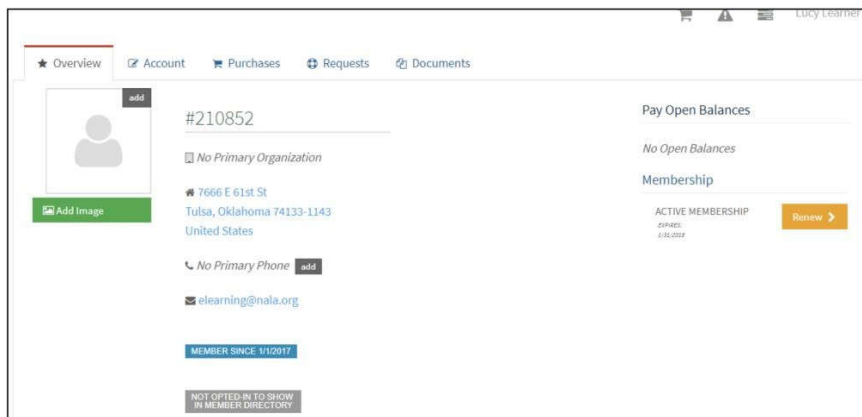
Once logged in, you can just click on any of the buttons below to access your account, make purchases, log you much more. If you have any questions, please do not hesitate to contact NALA for assistance.

My Profile

To renew your membership, change your contact information, or to log your CLE, 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

Information Membership Review Submit Confirmation

Purchasing for "Lucy L. Learner"

How did you become acquainted with NALA?:

NALA MEMBERSHIP

Are you active duty military? No

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: Contracts

Specialties:

Specialties:

Next

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

Congratulations! You have successfully renewed your membership!