### RENEW YOUR ORGANIZATIONAL MEMBERSHIP

We're happy to have a new option for renewing memberships online. With organizational memberships, you can now select which employees you would like to have access to membership benefits. The number of employees that you can designate to receive membership benefits is below:

### **Corporate Membership Levels**

•	Organization's Annual Budget Under \$100,000 Designate two representative to receive membership benefits	\$50
•	Organization's Annual Budget from \$100,000 to \$500,000 Designate four representative to receive membership benefits	\$100
•	Organization's Annual Budget Over \$500,000  Designate ten representative to receive membership benefits	\$250

There are 2 steps to renew your Corporate Membership.

## Step 1:

> Login to the NCCEH website with your username and password.

When you login, you will be taken to the user homepage, which looks like this:



Click



The page will look like this:

- Corporate Membership Options
- Search for Corporate Memberships
- Add a Corporate Membership
- Corporate Membership Types
- > Select Search for Corporate Memberships

A record of your organization's Corporate Membership should appear.

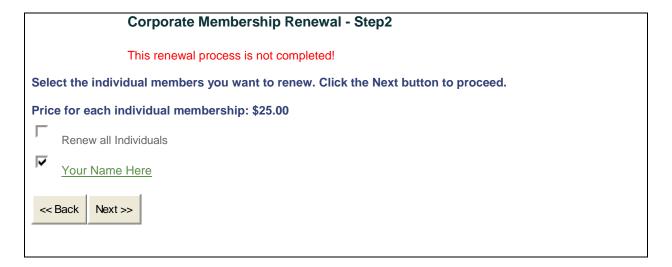
Click Renew

Your Current Corporate Membership Information will appear.

Select the correct Membership Type and click



This screen will appear:

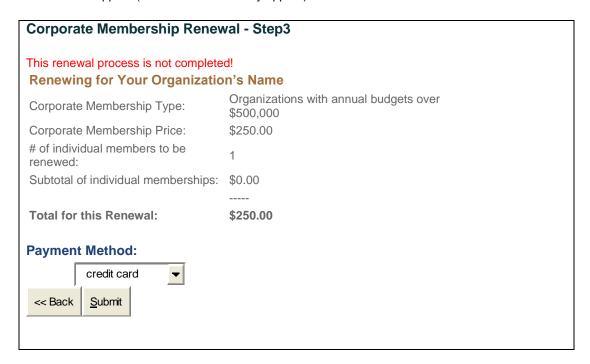


NOTE: It says here that the price for each individual membership is \$25. However, this is NOT an additional fee. It is covered in your corporate membership fee. Depending on which level of membership you select, you may choose 2, 4, or 10 staff members to receive NCCEH membership benefits. If you would like to add additional staff to your corporate account, you may do so for \$25 per additional member.

Select the users you would like to renew and click



This screen will appear (a different amount may appear):



## > Select your method of payment

<u>S</u>ubmit

\*If you choose to pay online, your membership will be active immediately. If you choose to send a check, NCCEH staff will notify you when your check has been received and your membership is active.

# > and click

At this point, you will either be directed to:

- complete credit card payment information
- print your membership application to mail with payment to:
  - NCCEH
     P.O. Box 27692
     Raleigh, NC 27611

### Step One is complete.

## Step Two:

Depending on your membership type, you may tie two, four, or ten individuals to your corporate membership. Binding individuals to a corporate membership can be confusing, so let us do it for you!

- Email us (memberships@ncceh.org) the information below for each staff member that you would like to receive membership benefits:
  - Staff's Name
  - · Staff's Email Address
  - Staff's Preferred User Name (we'll choose one for you if not provided)
  - Staff's Phone Number

We'll set up their profiles and make sure they are linked to your account in order to receive discounts for trainings, join NCCEH dialogue groups, and receive members-only resources and information.

We will notify you when the process is complete. You have the option to change individuals that benefit from your Corporate Membership each year when you renew.