Renewing your FCIAA Membership
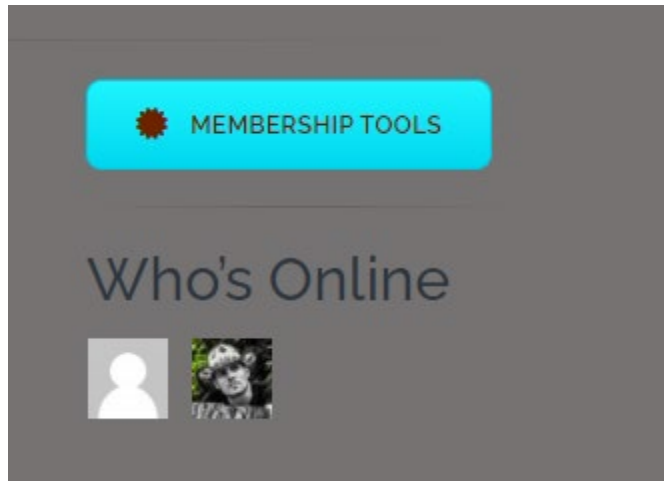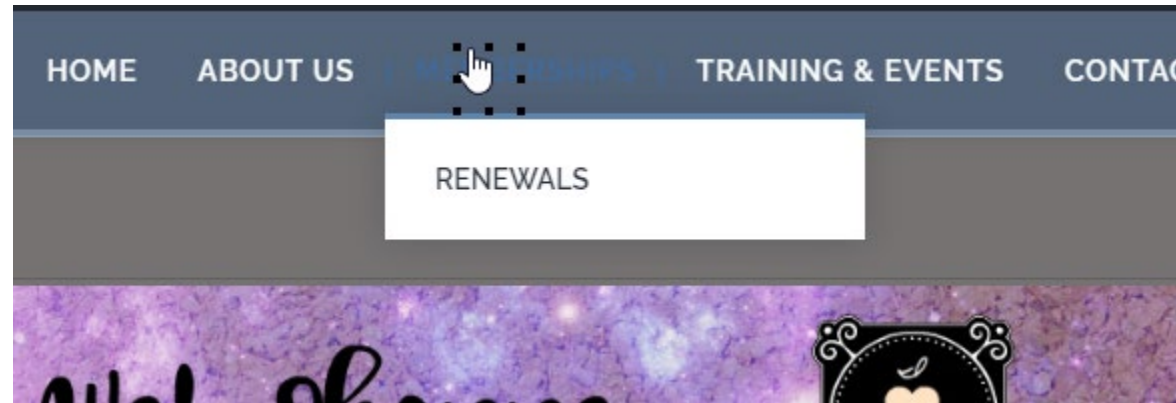
FCIAA

Navigating to the Renewal Page

There are two ways to do this. First, login to your FCIAA account. Then, you can follow either of the below methods:

Click the Membership Tools button, then click the blue link that appears.

-OR- Hover over the "Memberships" label on the top menu bar, then click the "Renewals" dropdown when it appears.

Submitting the Renewal Form

MEMBERSHIP RENEWAL

FCIAA/IACA DUAL MEMBERSHIPS RUN FROM APRIL 1 - MARCH 31

Download W-9

Name fields will auto-populate

Name *

Test

First

User

Last

Pay By *

Credit Card

Select Membership *

Analyst Member FCIAA/IACA

Analyst Member FCIAA/IACA

Price:

$40.00

Total

$40.00

SUBMIT

Once you reach the **Renewals** page, you must first submit the **Renewal Form**. This form simply verifies the type of Membership/Membership Level you are intending on renewing, along with the method of payment you intend to use (credit card or check). If you choose **credit card**, you will be taken to the payment form. If you choose **check**, you will not go any further and will instead receive an instructional email (*Note: Those who select credit card will receive both the instructional email, and a payment receipt IF the payment form is completed*).

NAME FIELDS SHOULD REFLECT <u>YOUR</u> NAME!

Submitting the Payment Form (Credit Card Payments ONLY)

Those who select **Credit Card** as their payment method will be taken to the Payment Form. The name on this form will auto-populate as well. ***NOTE****: The name here should be the PROFILE HOLDER'S NAME and NOT the name of the credit card holder.*

If you mistakenly enter someone else's name (i.e., the card holder's name) in these boxes, the name on your FCIAA account and user profile will be changed. If this happens to you, please review the steps on the following page.

Card Number (no dashes or spaces) *

Card Expiration Date (mm/yyyy) *

Card Verification Code * need help?

Billing Address

Street Address *

City / Town *

State / Province *

Postal / Zip Code *

Country *

United States

Checkout Now

Submit Form

Analyst Member - $40 USD / Yearly (recurring charge, for ongoing access)

Your Profile

First Name *

Test

Last Name *

User

Email Address *

smith.tommy@usa.com

Username (lowercase alphanumeric) *

TestUser

Billing Method

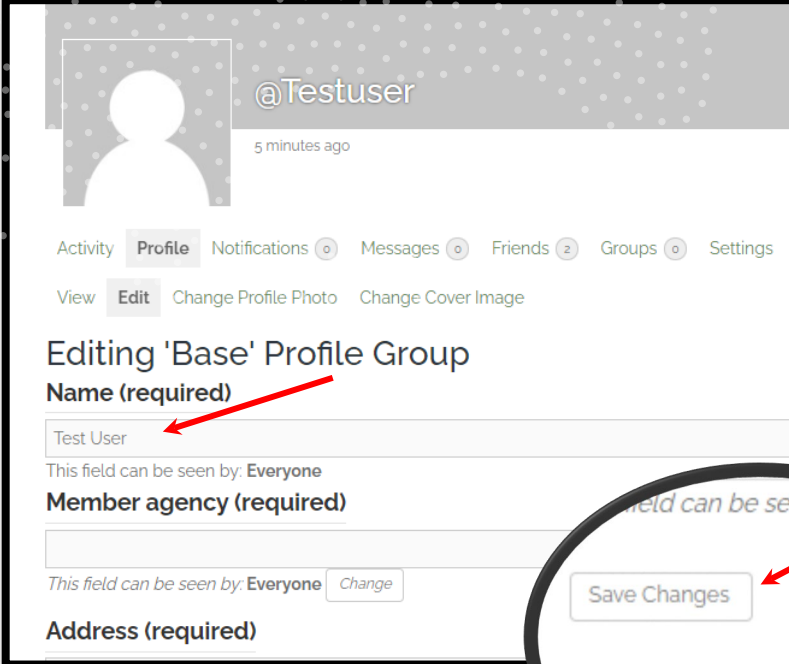VISA   MasterCard   DISCOVER   AMERICAN EXPRESS

Help!

I accidentally entered the wrong person's name on my renewal…

Don't fret! This can be easily fixed by going to "My Profile," clicking "Edit," changing your name in the "Name (Required)" field, and then clicking the "Save Changes" button at the bottom of the page.

CLICK HERE TO RETURN TO RENEWALS PAGE

@Testuser

5 minutes ago

Activity | Profile | Notifications 0 | Messages 0 | Friends 2 | Groups 0 | Settings

View | Edit | Change Profile Photo | Change Cover Image

Editing 'Base' Profile Group
Name (required)

Test User

This field can be seen by: Everyone

Member agency (required)

This field can be seen by: Everyone   Change

Address (required)

…field can be seen by: E…

Save Changes

…ut Us

If you find yourself unable to change your name or have any other difficulties in renewing your membership, please use our HELP DESK rather than sending emails. Look for the **red** **HELP** button at the bottom of any page.

Need help with password resets or something else? Visit our Help Desk:

📷 HELP