**Membership Renewal Guide**

Happy New Year! It’s that time of the year again, and we’re probably bugging you about renewing your membership. I’ve gotten a few e-mails about online renewals, so I thought I’d put together an article to help guide you through the process.

1. Access the internet, navigate to [www.azfa.org](http://www.azfa.org), and log in using your username and password.
2. Click on “View profile” under your name.
3. At the bottom of the Membership Details section, you’ll see a gray box with “Renew until [date]”. Click on it.
4. This next screen gives you the opportunity to update any personal information that might have changed. You can also update your “Directory listing text”, which is a brief description of what you do, which will appear in your information in the Member Directory. Make any changes needed, and click on the gray “Update and next” button.
5. The next screen allows you to review and confirm your membership purchase. When ready, click on “Confirm”.
6. You should now be directed back to the invoices and payments section of your profile page, and you will receive two e-mails from AZFA. One will be a copy of your invoice, and the other will let you know that your membership has been initiated, but has not yet been paid.
7. Near the top of the page, you’ll see a yellow box with a smaller gray box on the bottom left side labeled “Pay online”. Click on the gray box to begin the online payment process.
8. You’ll be directed to PayPal, but you can also pay using a credit or debit card using the link to the right of the PayPal login prompt.
9. Once you’ve entered your information, follow the prompts to complete your purchase.
10. You should receive another two e-mails; a payment receipt, and an e-mail letting you know that your membership was renewed successfully.

**New Feature – Membership Bundles**

We have several member institutions with multiple members. In order to cater to those organizations and make it easier for them to renew multiple members at the same time, I’ve begun to create membership bundles. After designating a bundle administrator for your organization (the person who will be purchasing the memberships for the group or getting the invoice to your organization’s Accounting department for payment), I will confirm the members for your bundle and move them into your bundle administrator’s group. Based on the group size, I’ll use an existing bundle package or create a new one. The cost for the bundle is $26.00 multiplied by the number of group members in your bundle. After creating your bundle, I’ll send your bundle administrator an invoice. The bundle administrator should receive a renewal notice one year from the renewal date. As members join or leave, I can adjust your bundle size. If you’d like to take advantage of this new feature, please feel free to contact me!

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