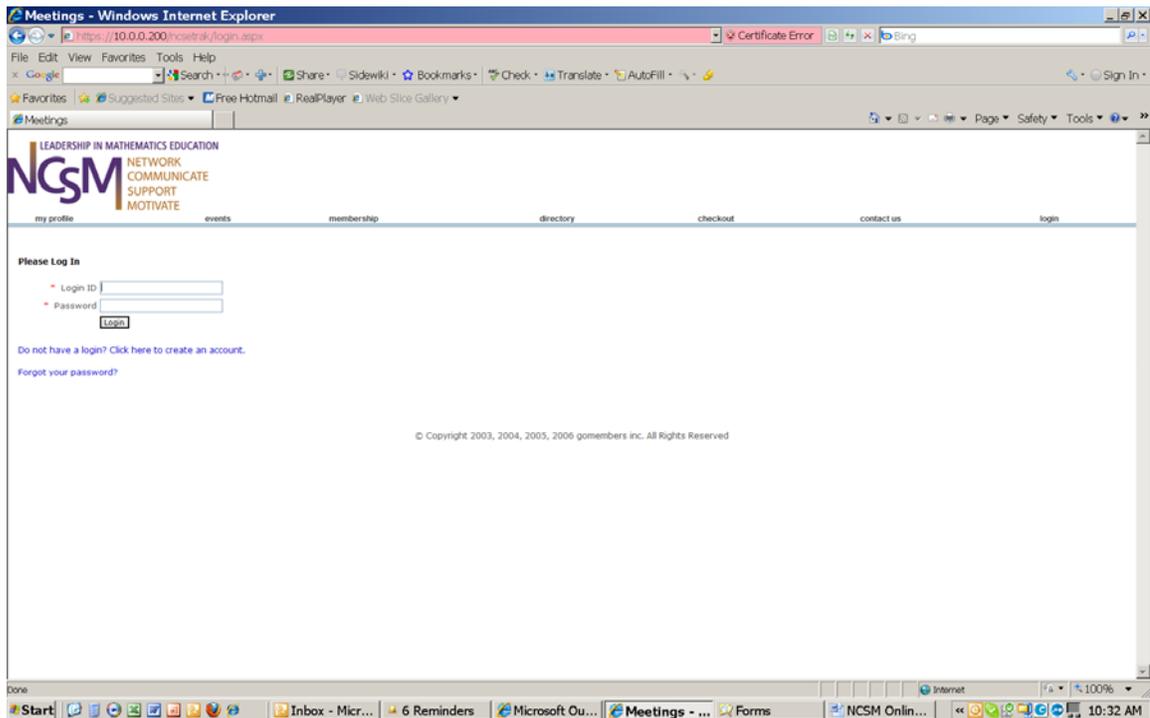


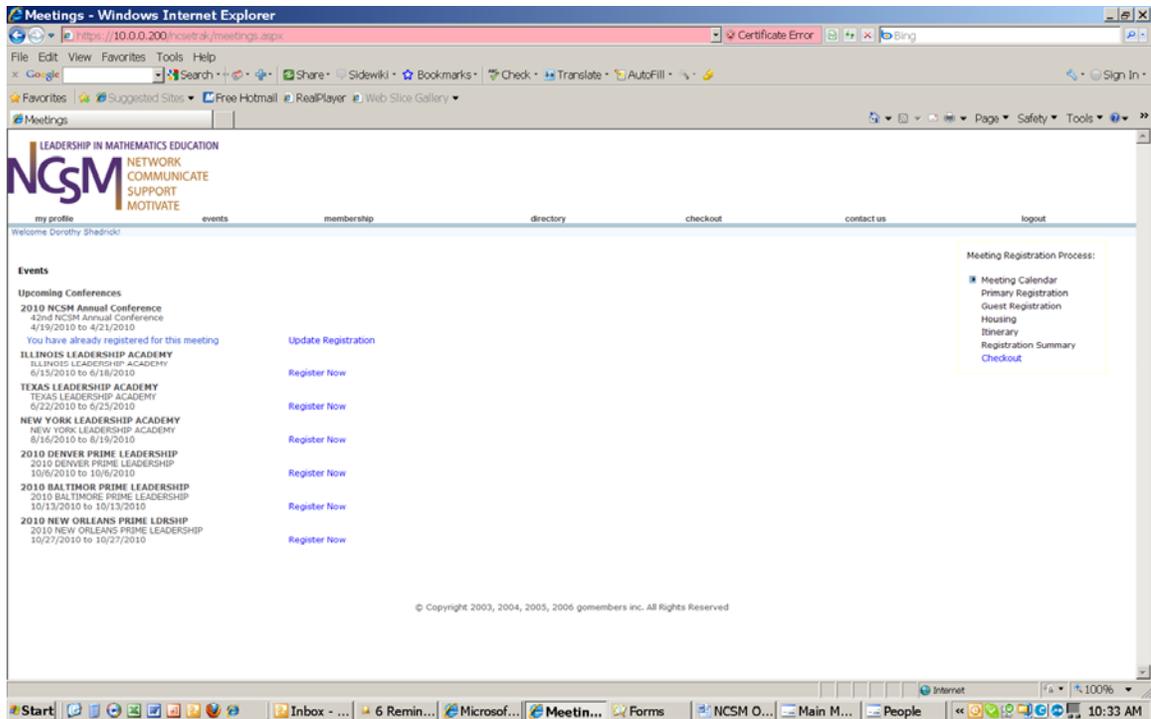
NCSM Online Membership Renewal/Update Procedures

Listed below are the procedures to, renew or update your NCSM membership online.

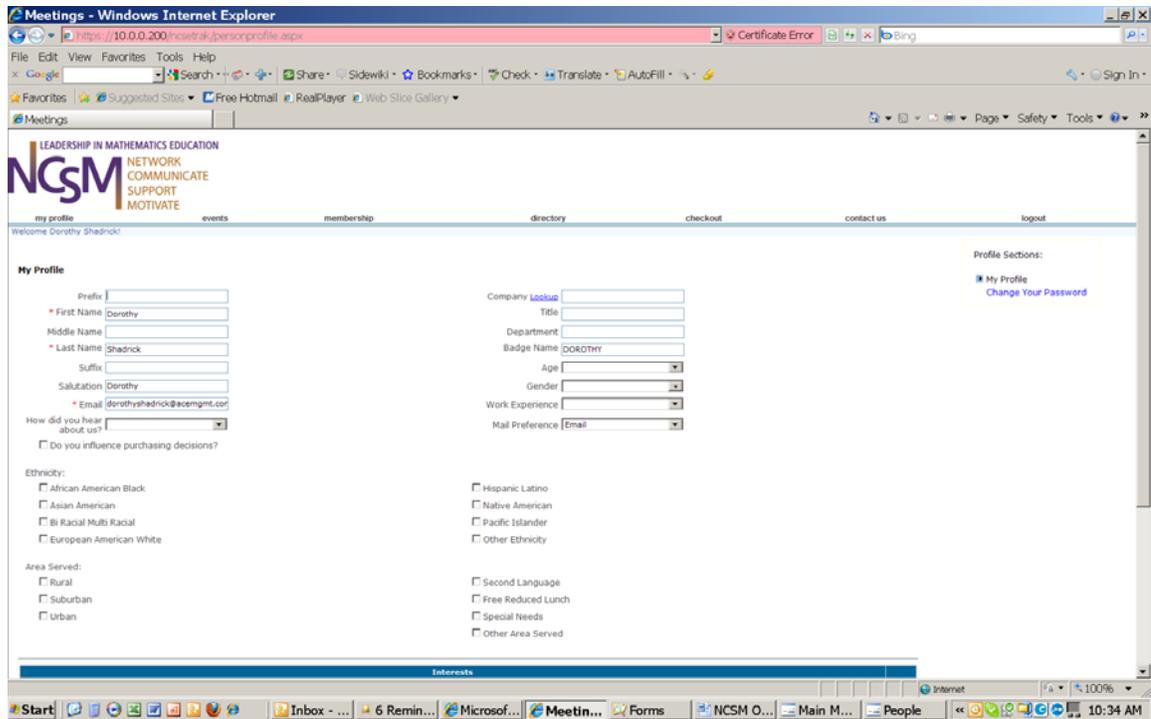
1. Go to www.ncsmonline.org
2. Go to the Membership page for renewal/updating and Join NCSM to join for the first time. (Note: If you have ever been a member of NCSM, you are still in our database. Call the NCSM Membership Office to acquire your login and password at 303-758-9611.)
3. Click on the link that reads “Renew/Update Now”
4. You will see the following screen:



5. You should have received a Login ID and a Password from the NCSM office. If you do not have this call the NCSM Membership office at 303-758-9611. Your password (unless you have changed it) will be your last name with the first character capitalized.
6. Once you are logged in you will see the following screen:



7. If you wish to **update your information** in our database click on my profile. You will get the following screen:



8. You are able to change any of the information in the boxes that are open. It is required to have an email address.

9. If you wish to see if your school is in our company database, click on the blue highlighted area (Lookup). Enter the least number of characters you can to see a list of names. If there are more names than will fit on the screen you will see numbers in the lower left hand corner. Highlight the page you would like to see. You can select one of the company names on the list.
10. If your school is not on the list. You can enter the company name in this blank field.
11. At the bottom of the screen you will see a list of addresses we have in our database. You may have more than one address listed in our system; however, one address must be marked primary. This is the address where all the mail will be sent to from NCSM.

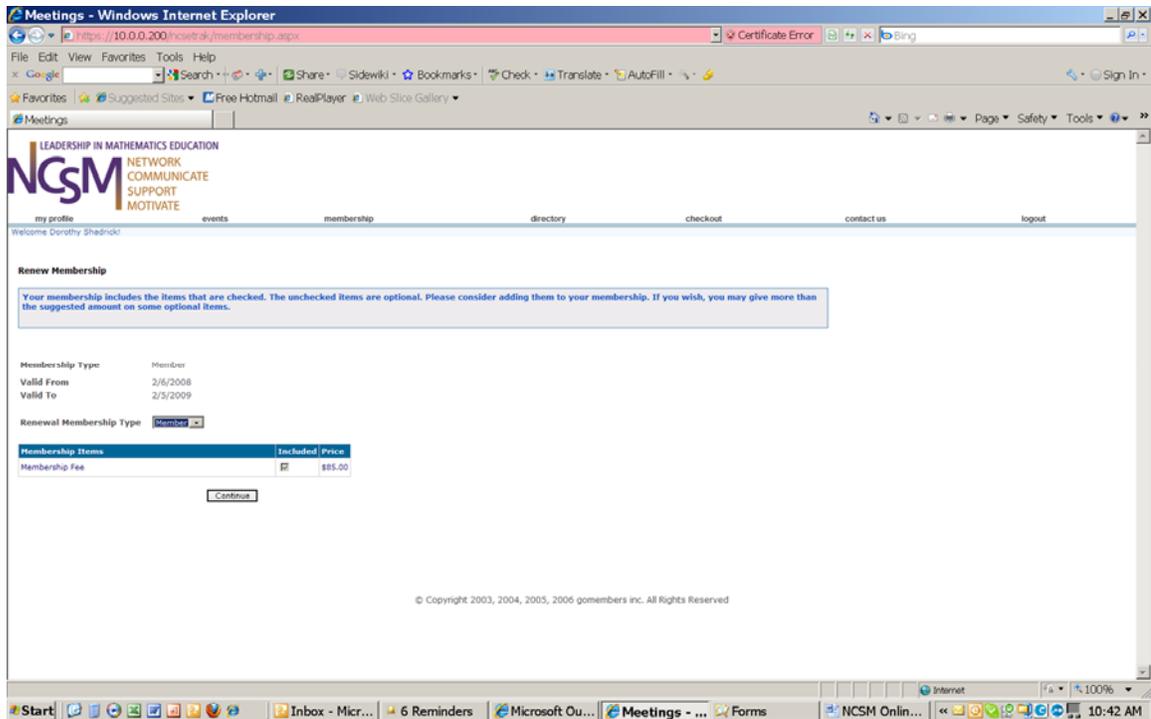
Meetings - Windows Internet Explorer

Address: 6000 E Evans Avenue Suite 3-205, Denver, CO

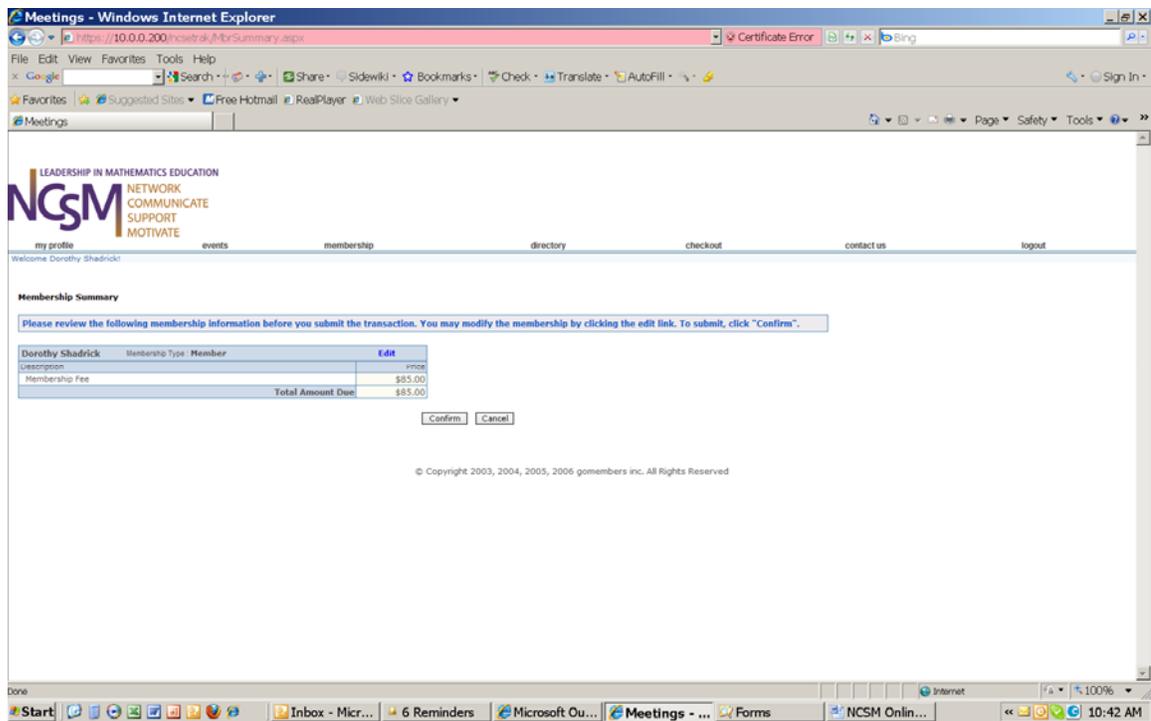
Address	Phone	Ext.	Fax	Type	Primary	Edit	Delete
6000 E Evans Avenue Suite 3-205, Denver, CO	(303)758-9611		(303)758-9616	Business	<input checked="" type="checkbox"/>		

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12. If you wish to change the address noted, select edit. The address will appear and you can change any of the information that is listed.
13. When finished, click on “Save Your Profile”.
14. To **Renew your membership** click on the membership page and you will see the following screen:



15. Your membership information will appear. If you are up for renewal, click on the continue button. You will see the following screen



16. If this is the correct information select confirm (if not, contact the NCSM office at 303-758-9611).

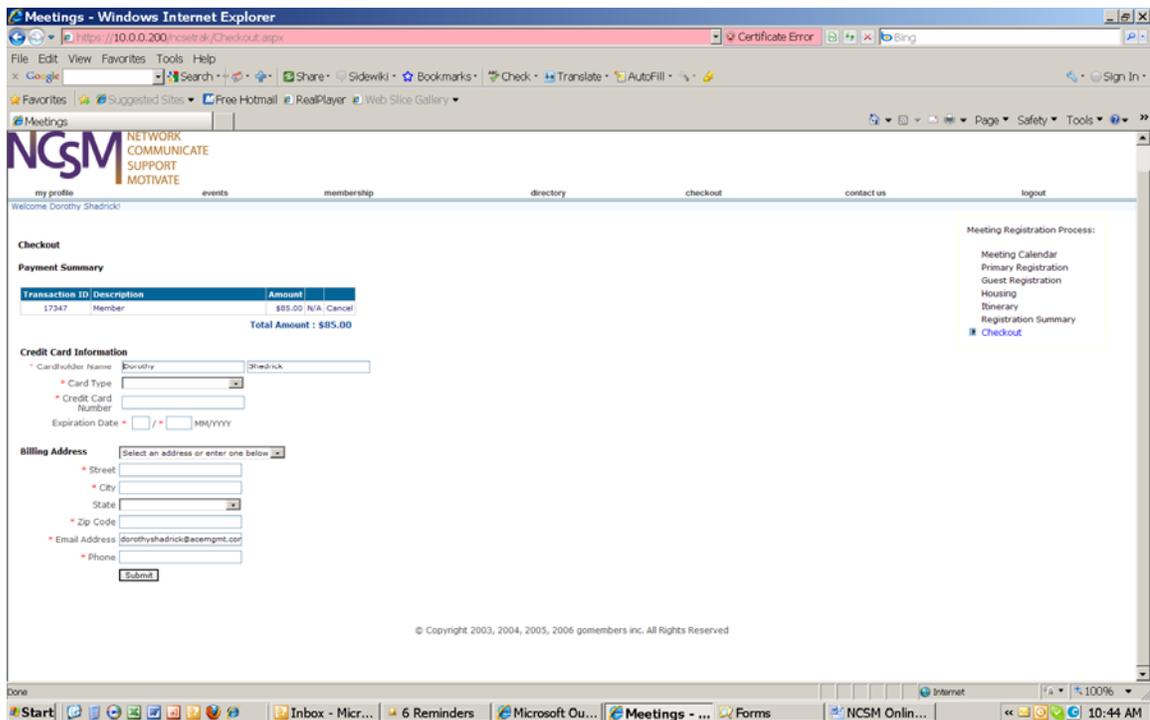
17. **PLEASE NOTE THAT YOUR MEMBERSHIP IS NOT FINALIZED UNTIL YOU “CHECKOUT”.** Even though, when you select confirm, the message states your membership has been processed it is not complete until payment has been received. You will receive email below to confirm your membership status. Please note that it states that payment confirmation will be a separate email confirmation once processed.

Thank you for your membership. Below you will find a summary. If you have made a payment, you will receive a separate confirmation.

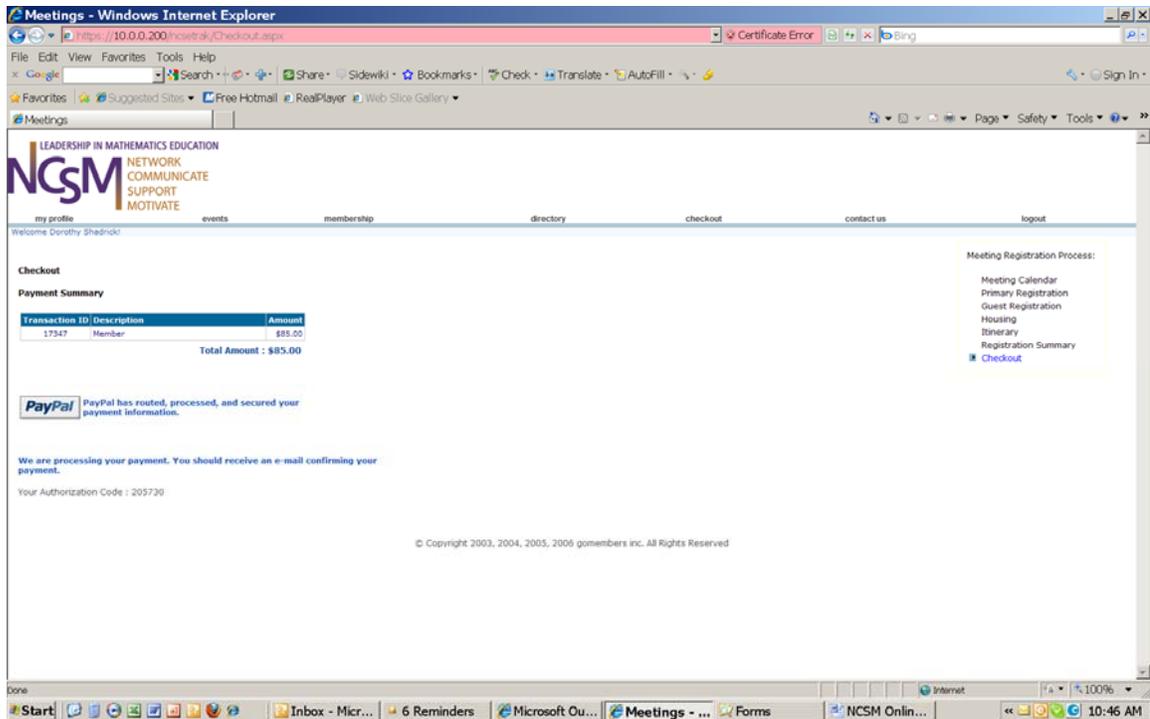
Dorothy Shadrick	Membership Type : Member
Description	Price
Membership Fee	\$85.00
Total Amount Due	\$85.00

If you have any questions about your membership, please contact us at 303-758-9611 or email to Office@ncsmonline.org.

18. Go to the **“Check Out”** area and you will receive the following screen:



19. Enter the correct information and select submit. You will receive the following screen saying your payment is being processed if all the information is complete.



20. You should then receive the following email confirmation:

This is to confirm that your payment has been processed successfully. If you have any questions, please contact us at 303-758-9611 or email to Office@ncsmonline.org.

Reference	Description	Amount
17347	Individual Membership for Dorothy Shadrick: 2/6/2008 to 2/5/2009	\$85.00
Total Amount:		\$85.00

This will complete your renewal of your membership.