RENEWING YOUR ACTO MEMBERSHIP

Organizational, Individual and Student Memberships

- Login to your account (use the password reset link if you don't recall your password)
- Click on your name or go to: <u>https://actoonline.org/membership-account/</u> and from there you will be able to renew your membership (choose the appropriate membership level).

Organization Representative Memberships

- Log in with current username and password.
- Click on your name or go to: <u>https://actoonline.org/membership-account/</u>
- Choose Organization Representative Membership
- Enter the discount code you received from your organization where indicated (right before the Account Information section). This will now show the fee as \$0
- Complete the checkout process.

Locating the code for Organizational Members to distribute to reps

Each Organizational member is given a code to distribute to their faculty (up to 7 incl. main rep) to allow them to set up a member rep account. To locate your code, login to your organizational account through the ACTO website and click on your name (or go to: <u>https://actoonline.org/membership-account/</u>). You will find the code under Sponsored Members.

