

RENEWING YOUR ACTO MEMBERSHIP

Organizational and Individual Memberships

- Login to your account (use the password reset link if you don't recall your password)
- Click on MEMBERSHIP along the top and then scroll down until you see the links under 'Welcome' (right hand side).
- Click on My Account & Codes and from there you will be able to renew your membership (choose Organizational or Individual).

Organizational Representative Memberships

Member representative accounts expire when the main Organizational Member account expires and must be renewed when the main Organizational Member account renews.

- Log in with current username and password.
- Click on MEMBERSHIP along the top and scroll down to the link on the right side that says 'My Account and Codes'.
- Choose Organizational Employee Membership (bottom option)
- 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 to allow them to set up a member rep account. To locate your code, login to the Organizational Account and click the MEMBERSHIP link along the top navigation. Scroll down and click the link that says 'My Account & Codes' located on the right-hand side. This will show you the unique code for your Organization.