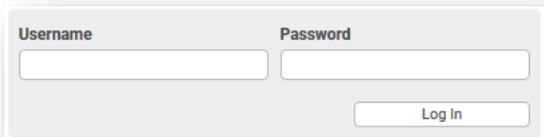


How do I pay my institution's membership?

Note: Only the Key Contact for the institution has the ability to pay the annual institutional membership dues. The Key Contact is also the individual who received the annual renewal invoice. You can have up to 2 Key Contacts per institution.

Go to **SACRAO.org**. Login (your username is your email) in the upper right corner. If you have not set up a password, simply leave the fields blank and select Login.



Username Password

Your username and/or password was incorrectly entered. Please try again.

[RETRIEVE USERNAME](#) | [RESET PASSWORD](#)

After logging in, you will see a 'Hello, My Name Is' nametag. Below that nametag, you will see three options: Member Directory, My Profile, and Event Calendar



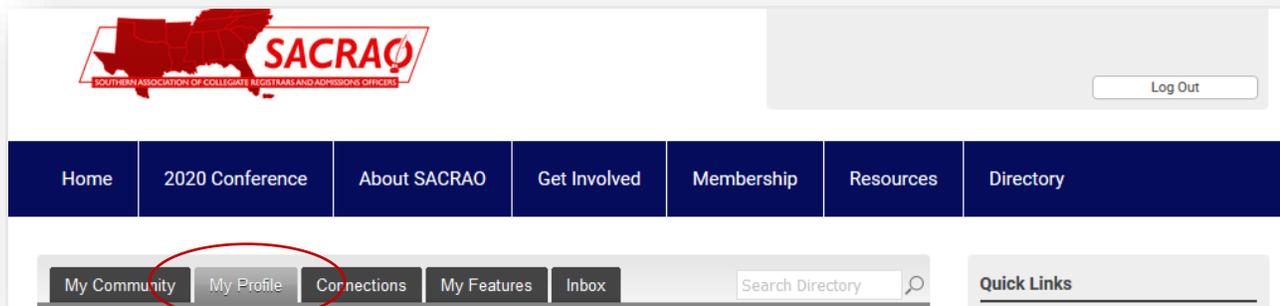
HELLO
my name is
Jonathan T. Reece
University of North Carolina-Charlotte
08/24/2018

See something wrong? [Update your profile!](#)

[Member Directory](#) [My Profile](#) [Event Calendar](#)

Select **My Profile**.

When your profile appears, you may choose to update your own profile information.



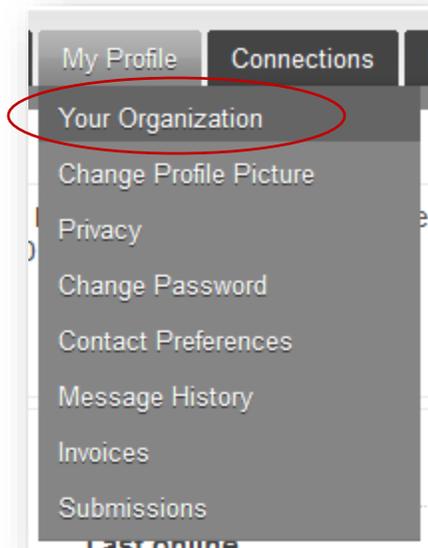


Home | 2020 Conference | About SACRAO | Get Involved | Membership | Resources | Directory

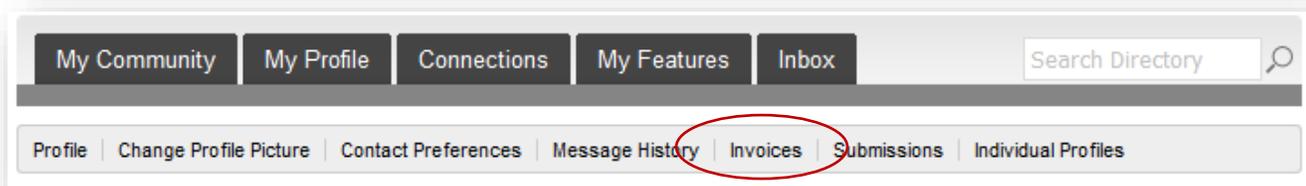
My Community | [My Profile](#) | Connections | My Features | Inbox

Search Directory

Quick Links



Hover over the **My Profile** tab again and select **Your Organization**. Now, your institutional profile is visible and editable.



Another smaller menu will appear. This menu provides an opportunity to update your institutional logo, contact preferences, review your message history, review and pay your invoice, and update your institutional rosters. Select **Invoices**.

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
511	Renewal	10/30/2019	10/30/2019	Paid	\$200.00	\$200.00	\$0.00

From here, select the **ID** number. The number is a hyperlink to your institution's invoice.

Within the invoice, there is a button to **Pay Invoice**. Once paid, the invoice will reflect a \$0.00 balance as in the example above.



You can pay...

- **(preferred)** online using American Express, Discover, Mastercard, or Visa,
- **(secondary)** by printing the invoice and sending with a check, or
- **(tertiary)** by phone (704-687-5703), if you're uncomfortable with the first two options.

Individual institutional memberships do not have a limit and do not increase or decrease the membership rates. SACRAO encourages institutions to include all of their admissions & registrar staff.