**NAPICU Personal Membership**

Online Renewal Instructions

**Once you have read through these instructions click** [**here**](http://Northernnetworking-web.ungerboeck.com/mbd/mbd_p5_profile_editor_list.aspx?oc=10&cc=NAPICU) **to renew your membership**

1. Enter your email address (please use the address this information was sent to) and password then click **“sign in.”**
	* You will have a password if you have used this email address to register at any NAPICU Event or previously renewed your membership online
	* If you **have not used** this system before, or have **forgotten your password**, please click **send password to my email** this will activate your account/reset your password
	* A password will be sent to your email address, please note this may take up to 24hours
	* Once you have received the password please go back to the link and enter your email and password

Please **DO NOT** select “I have not registered on your site before,” this will create a new membership account and will not allow you to make payment online

1. Click **edit member details**, please check that your name and address details are correct, making any necessary changes and answer any questions.
	* If two names show, one of these will be your separate “bill-to” information, please **do not** click on this. If your bill-to details need to be changed please email **info@napicu.org.uk** immediately after requesting an invoice
2. Once your details are correct, click **save changes**
3. To pay for your 2020/21 NAPICU Membership please click on view open orders, you then click on **pay order**. You can then choose whether to pay by Credit Card, or request an invoice to be settled by BACS or Cheque.

Once your membership payment has been processed, a receipt and membership certificate will be issued.

You will receive a reminder each year when membership renewals are due.

Please **keep a record of your login details** as you will use these each year to log in and pay your membership.

If you have any difficulties please contact the Administration Office on **01355 244 585** or email **infor@napicu.org.uk**