Managing Your Group Account: Renewals and Subaccounts

Step 1: go to www.iaug.org (make sure you are logged out of your personal member account)

Step 2: Click login & make sure you are using your organization administrator username & password. These are the credentials you use to maintain and renew your group account & settings.

Step 3: you should see your company name in the top – that confirms you are logged in the group account.

To renew: Select renew your membership - select billing & account management on the left

Step 4: Proceed to "renew your membership now"

Step 5: Payment: You can select the "bill me" option, which will generate an invoice available for download, or you can pay automatically online. Please note that for members who choose to pay with credit card, you will be opted into auto-billing, available for cancellation at any time. You may edit billing information, apply promo codes, and send the invoice and receipts to others.

Payment Information	
Payment Amount	$400.00
Payment Type*	○ Bill Me 🔒 SSL SECURED THIS SITE SECURED BY SSL ENCRYPTION
	○ Check/Money Order
	○ ACH/E-Check (US banks only)
	● Credit Card
Name on Card*	
Card Type*	▼
Card Number*	
Card CVV Num*	What is this?
Exp. Month/Year*	(MM/YYYY)
SUBMIT SECURELY	

Managing Subaccounts: Subaccounts are the amount of accounts you have purchased for your company.

Step 1: Go to "billing & account management" then select "sub accounts" to review or manage subaccounts.

*** Renew Your Membership Now ***

NORTHERN CALIFORNIA CHAPTER MEETING:
3.27.19

Information & Settings

Edit Bio
Update your information and choose
privacy settings for individual fields.

Preferences
View and manage preferences and
notification settings for your account.

Sub-accounts
View and manage current Sub-accounts,
send invitations.

Sub-accounts

Invoicing, Payments & History

Invoices
View, print and pay your invoices.

Membership
View your membership status and view
membership renewal options.

Content & Features

You can see how many accounts are available and how many are used. There are options to "invite" people to create profiles and be "attached" to the group. You can email them or send a direct link. If you as the group admin wish to have a member account, please email yourself the link. When creating your member profile, you may see a warning message that the email already exists- you can ignore as this is referring to your group account. If you believe you do have a member account and forgot, please try to log in or contact iaug.

My Sub-accounts

Sub-accounts Sign-in Report

IAUG HQ currently has **5** seats, **3** of which are available.
Activate all available seats
You can create Sub-accounts by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.
Create Sub-accounts

Your Sub-accounts Direct Link (get a new public key)

https://members.iaug.org/general/register_start.asp?regkey=7DDEFB3A-BD64-4496-82EB-A44D6/

Your Sub-accounts direct link may be provided to potential Sub-accounts by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

Invite New Members

You may enter the email address of up to 3 recipient(s), either comma or semi-colon separated or one address per line.

MY PROFILE

PROFILE HOME
MANAGE PROFILE
MESSAGES
MEMBERSHIP INFO
REFER A FRIEND

CALENDAR

more

3/26/2019
CENTRAL NEW YORK CHAPTER MEETING: 3.26.19

3/27/2019
NORTHERN CALIFORNIA CHAPTER MEETING: 3.27.19

To remove subaccounts, simply select the "detach this member" to free up a seat.

To expire the direct link, click **get a new public key** link above.

Invite New Members

You may enter the email address of up to 3 recipient(s), either comma or semi-colon separated or one address per line.

SEND INVITE

Your Sub-accounts

Export Sub-accounts (Unicode)

Options	Member Name / Organization	Account Status	Last Modified
	Mackenzie Evans, IAUG Staff IAUG Staff	Enabled	2/20/2019
	Detach this member's account Staff IAUG Staff	Enabled	2/27/2019

All done?

Sign out! Then you can log in to your member account to participate as a member on iaug.org