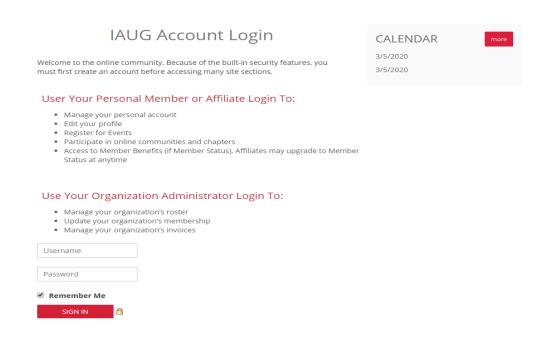
Managing Your Group Account: Renewals and Subaccounts

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

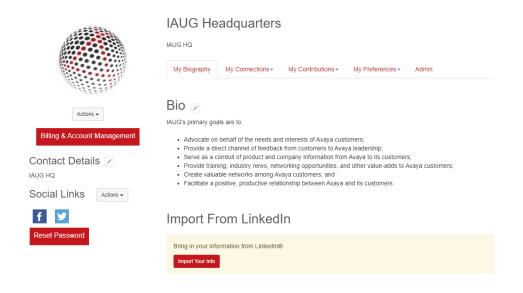


Step 2: Click login & make sure you are using your organization administrator username & password. These are the credentials you use to maintain and renew your group account & settings.

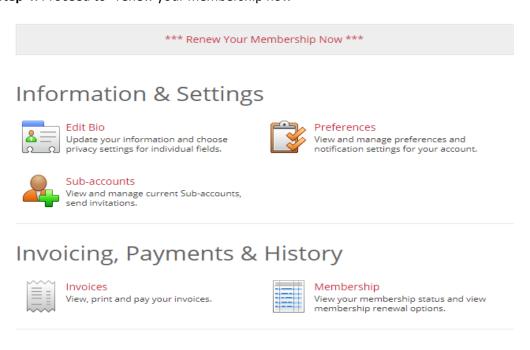


Step 3: you should see your company name in the top – that confirms you are logged in the group account.

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

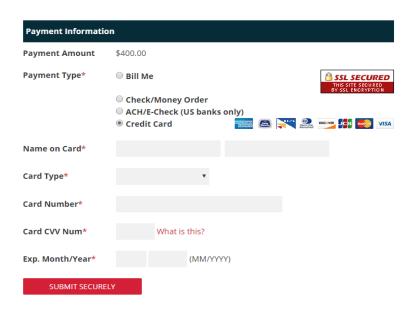


Step 4: Proceed to "renew your membership now"



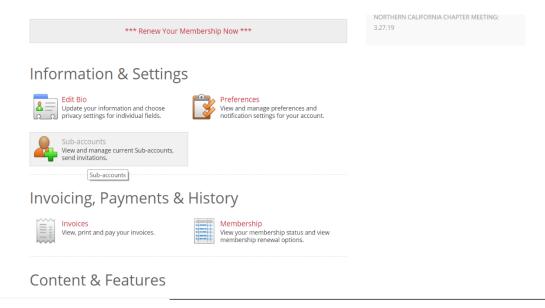
Community

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.

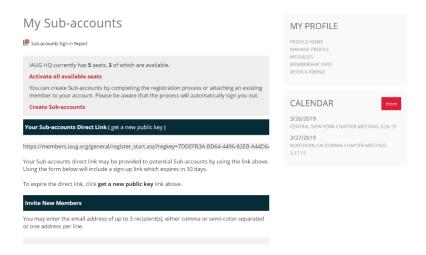


Managing Subaccounts: Subaccounts are the amount of accounts you have purchased for your company.

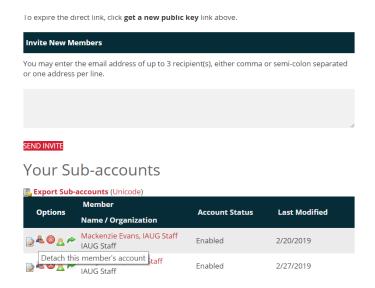
Step 1: Go to "billing & account management" then select "sub accounts" to review or manage subaccounts.



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.



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



All done?

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