

## Managing Your Group Account: Renewals and Subaccounts

**Step 1:** go to [www.iaug.org](http://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.

### IAUG Account Login

Welcome to the online community. Because of the built-in security features, you must first create an account before accessing many site sections.

**User Your Personal Member or Affiliate Login To:**

- Manage your personal account
- Edit your profile
- Register for Events
- Participate in online communities and chapters
- Access to Member Benefits (if Member Status), Affiliates may upgrade to Member Status at anytime


**Use Your Organization Administrator Login To:**

- Manage your organization's roster
- Update your organization's membership
- Manage your organization's invoices

Username

Password

Remember Me



### CALENDAR

3/5/2020

3/5/2020

**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

**IAUG Headquarters**  
IAUG HQ

My Biography | My Connections | My Contributions | My Preferences | Admin

**Bio**

IAUG's primary goals are to:

- Advocate on behalf of the needs and interests of Avaya customers;
- Provide a direct channel of feedback from customers to Avaya leadership;
- Serve as a conduit of product and company information from Avaya to its customers;
- Provide training, industry news, networking opportunities, and other value-adds to Avaya customers;
- Create valuable networks among Avaya customers; and
- Facilitate a positive, productive relationship between Avaya and its customers

Bring in your information from LinkedIn®

Import Your Info

Billing & Account Management

Contact Details

IAUG HQ

Social Links

Reset Password

**Step 4:** Proceed to “renew your membership now”

\*\*\* Renew Your Membership Now \*\*\*

## 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.

## Invoicing, Payments & History



### Invoices

View, print and pay your invoices.



### Membership


View your membership status and view membership renewal options.

## 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.


### Payment Information

Payment Amount \$400.00

Payment Type\*  Bill Me 

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](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

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 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