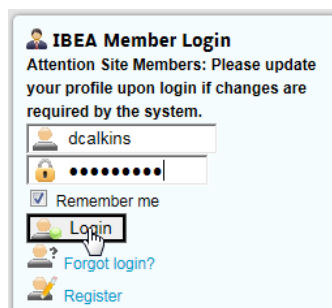


Renewing IBEA Membership Dues Online

Renewing Current IBEA Membership Plan

1. Load the **IBEA Website** by visiting www.ibea.org in your favorite web browser.
2. Login to the website by entering your **username** and **password** in the **IBEA Member Login** box located at the right side of the screen.
3. Click the **Login** button.
4. View your profile information listed and make any changes on the **Contact Info** tab as necessary. Click the **Update** button located at the bottom of your profile to submit the changes to IBEA. Even if no changes are necessary, please click the **Update** button to let IBEA know the information is still correct. You will receive a notification across the top of your profile that the changes have been saved.



5. Scroll down through your profile to find the tabs of profile information and click on the **Subscription** tab.



6. This screen will show your current subscription. Please note that your subscription may be different than the one illustrated below.
7. If you wish to renew your current subscription, all you have to do is click the **Renew Now** button on your current membership plan.



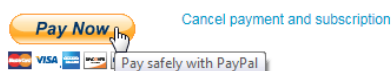
NOTE: If ACTE dues were included in your previous membership plan, you will have to select another plan. Please see the second page of this document on how to change to a new membership plan.

8. If renewing your current membership plan, you will be taken to the payment screen. Click the large orange **Pay Now** button. You will be transferred to *PayPal* to complete your transaction.

You need now to pay the membership dues renewal.

Your membership for payment:		
Art. Num.	Item	Price
	Renew Regular IBEA Member: 1 year for David M. Calkins	\$45.00
	Total	\$45.00

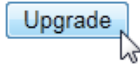
Please click now on this button to pay:



Changing Current IBEA Membership Plan

If you wish to upgrade your current membership from the one listed **or your previous year's membership included ACTE dues**, follow steps 1-6 from above. Then, complete the following steps below:

1. Choose one of the memberships from the ones presented under the **Your current membership upgrade possibilities** by clicking in the **circle** by the amount.
2. Click the **Upgrade** button at the bottom of the list.



Your current membership upgrade possibilities:

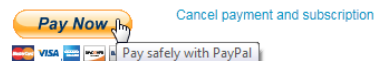
Regular IBEA & IACTE Member Individuals who are employed full-time in the education system as a teacher, counselor, or administrator may register for this membership level. <input type="radio"/> \$105.00 for 1 year.	Retired IBEA Member Individuals who are retired from the education system as a teacher, counselor, or administrator may register for this membership level. <input type="radio"/> \$10.00 for 1 year.
Retired IBEA & IACTE Member Individuals who are retired from the education system as a teacher, counselor, or administrator may register for this membership level. <input type="radio"/> \$40.00 for 1 year.	Retired IBEA & IACTE (active) Member If retired, you must be an active member of IACTE to participate in the House of Delegates meeting or hold an IACTE leadership positions. <input type="radio"/> \$70.00 for 1 year.
Student IBEA Member Individuals who are enrolled as <u>full-time students</u> preparing to become career and technical educators and who are not employed full-time in the education system as a teacher, counselor, or administrator may register for this membership level. <input type="radio"/> \$10.00 for 1 year.	Student IBEA & IACTE Member Individuals who are enrolled as <u>full-time students</u> preparing to become career and technical educators and who are not employed full-time in the education system as a teacher, counselor, or administrator may register for this membership level. <input type="radio"/> \$15.00 for 1 year.

3. You will be taken to the payment screen. Click the large orange **Pay Now** button. You will be transferred to *PayPal* to complete your transaction.

You need now to pay the membership dues upgrade.

Your membership for payment:		
Art. Num.	Item	Price
	Choose Your Membership Plan: Regular IBEA & IACTE Member: 1 year for David M. Calkins	\$105.00
	Total	\$105.00

Please click now on this button to pay:



If you have any problems with renewing or upgrading your dues through the IBEA website, please contact the IBEA Webmaster at webmaster@ibea.org.