

This document is directed to existing members who were migrated to our new site and have not yet gone through the membership and/or subscription process.

One of the new features is a rolling membership year. This means that if you renew **prior** to your expiration date, your membership will be extended for the term of your membership (1 or 2 years) from your current expiration date. If you renew **after** your expiration date, your membership will begin when your payment is made and will expire 1 or 2 years after that payment date. Another new feature is auto-renew, which will make future renewals even easier!

Some of our subscriptions are non-renewable. These include 2- or 3- year Student memberships, New Graduate Fellow, and New Graduate Affiliate. You will need to select a different membership plan if one of these memberships is about to expire. Here is a link to our membership plans page. <https://pspa.net/membership/membership-levels/>

The update in our website has made your old login information inoperable. So, if you haven't already set up your account on the new website, you will need to create a new PSPA account which will log you into the member's only section. Here, you can renew your membership. This document will walk you through the process. If you have already set up your account and can log in, please start with number 9 after logging in to your account to set up your payment information.

1. Let us begin by opening the new website. [www.PSPA.net](http://www.PSPA.net)
2. Next click on "Member Login" (Look at the top righthand side of the page)
3. Here, click on "Forgot Password?"

MEMBER LOGIN

Login

Email Address

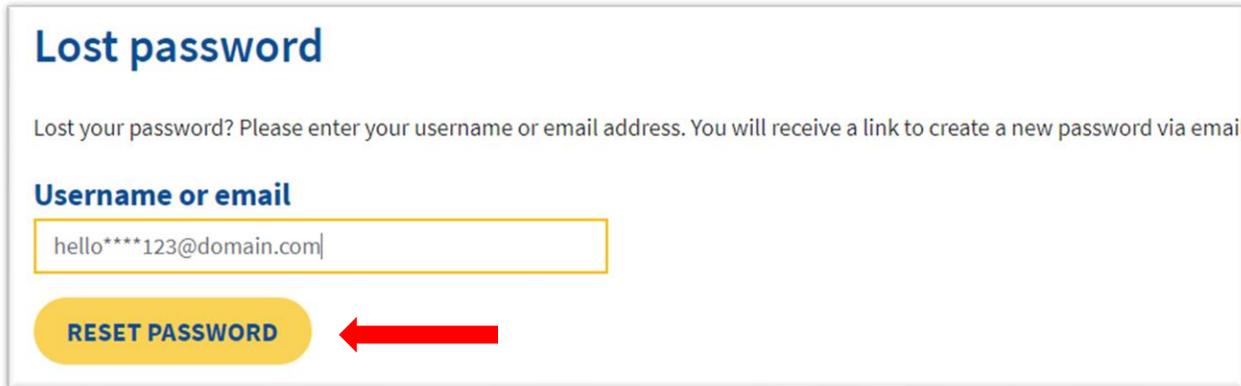
Password

Remember Me

LOG IN

FORGOT PASSWORD?

4. Now, enter your email address. **Your email address was imported from your previous account. If you wish to use a different email address, please use the one you have provided to PSPA previously for this log in process, and then you may change to a different email address by changing it in your Profile after successful log in.** Then select, “Reset Password”.



**Lost password**

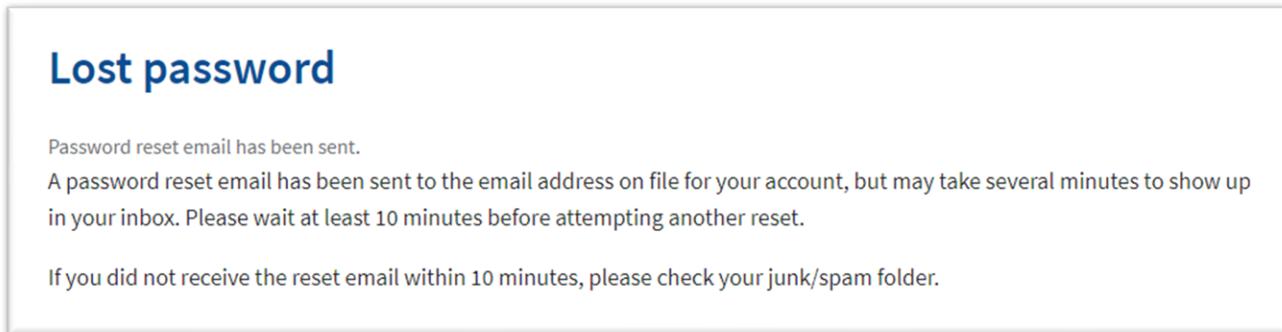
Lost your password? Please enter your username or email address. You will receive a link to create a new password via email

**Username or email**

hello\*\*\*\*123@domain.com

**RESET PASSWORD**

You should now see this screen.



**Lost password**

Password reset email has been sent.

A password reset email has been sent to the email address on file for your account, but may take several minutes to show up in your inbox. Please wait at least 10 minutes before attempting another reset.

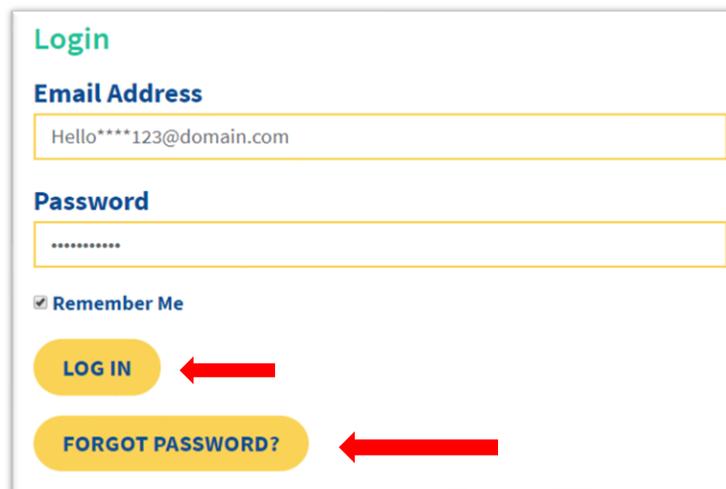
If you did not receive the reset email within 10 minutes, please check your junk/spam folder.

6. At this point, check your email for an email from the PSPA, and follow the directions to change your password. If you have not received this email in your inbox within 10 minutes, please check your junk mail or spam folder.
7. Okay, once you have created a new password, return to the website and click on “Member Login” again. (Remember where it is?)



**MEMBER LOGIN**

8. Here, enter your email address again, and your new password. Then click in the box next to “Remember me”. Finally, select “Login”.



**Login**

**Email Address**

Hello\*\*\*\*123@domain.com

**Password**

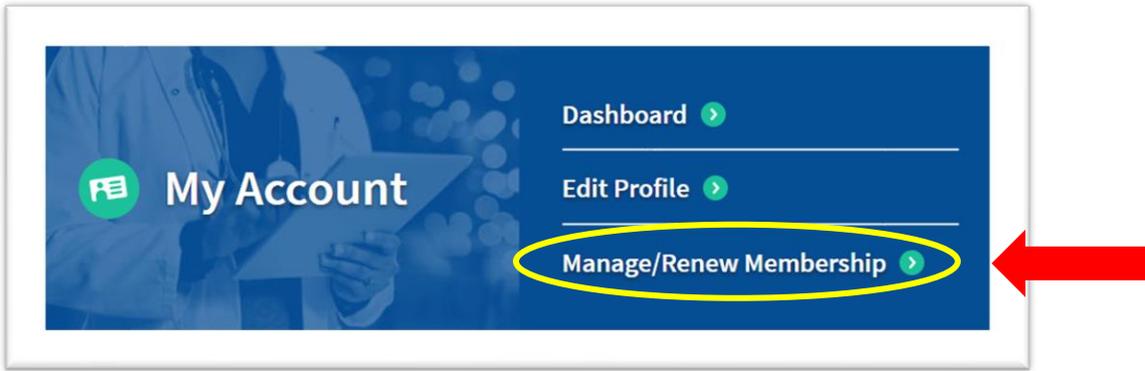
\*\*\*\*\*

**Remember Me**

**LOG IN**

**FORGOT PASSWORD?**

9. NOW, you are on the Members Only page. From here, select “Manage/Renew Membership”



10. Select “Add Payment”

A screenshot of the "Subscription #45490" management page. On the left is a navigation menu with links: Dashboard, Members Only, Orders, My Membership, Manage/Renew Subscription, Documents, Addresses, Payment methods, Edit Profile, and Logout. The main content area shows subscription details in a table:

|                   |   |
|-------------------|---|
| Status            | Active  |
| Start date        | June 30, 2019   |
| Next payment date | June 30, 2020   |
| Auto renew        | <input type="checkbox"/>  |
| Payment           | Via Manual Renewal  |
| Actions           | <a href="#">CANCEL</a> <a href="#">ADD PAYMENT</a><br><a href="#">RENEW NOW</a> |

Below the table is a "Subscription Totals" section with a table:

| Product                             | Total           |
|-------------------------------------|-----------------|
| <a href="#">Fellow - 1 Year</a> × 1 | \$150.00 / year |

11. Now, enter your credit card number, expiration month/year, and the card security code (usually found on the back of the card). Once all your information is entered, hit “Add Payment Method”

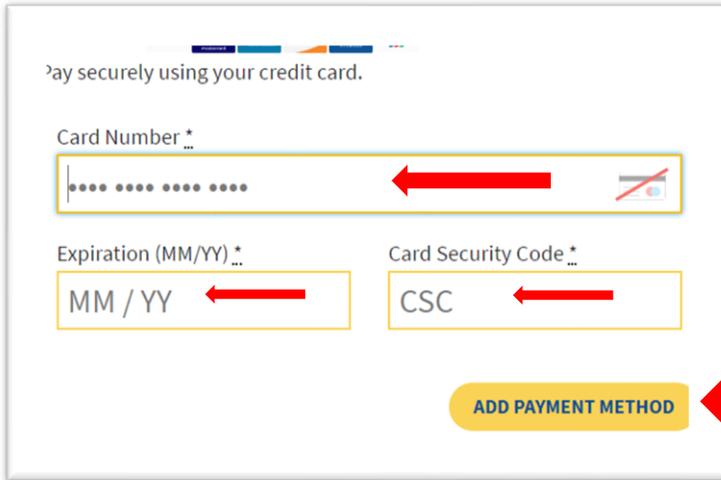
Pay securely using your credit card.

Card Number \*

Expiration (MM/YY) \*

Card Security Code \*

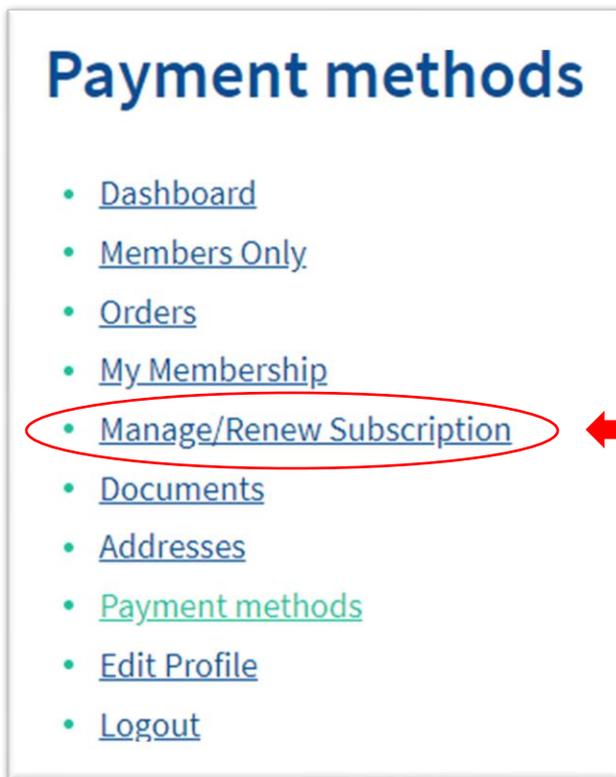
ADD PAYMENT METHOD

A screenshot of a credit card payment form. At the top, it says "Pay securely using your credit card." Below this are three input fields: "Card Number \*" with a red arrow pointing to the field, "Expiration (MM/YY) \*" with a red arrow pointing to the field, and "Card Security Code \*" with a red arrow pointing to the field. At the bottom right, there is a yellow button labeled "ADD PAYMENT METHOD" with a red arrow pointing to it.

12. Next, select "Manage/Renew Subscription"

## Payment methods

- [Dashboard](#)
- [Members Only](#)
- [Orders](#)
- [My Membership](#)
- [Manage/Renew Subscription](#)
- [Documents](#)
- [Addresses](#)
- [Payment methods](#)
- [Edit Profile](#)
- [Logout](#)

A screenshot of a navigation menu titled "Payment methods". It contains a list of links: "Dashboard", "Members Only", "Orders", "My Membership", "Manage/Renew Subscription", "Documents", "Addresses", "Payment methods", "Edit Profile", and "Logout". The link "Manage/Renew Subscription" is circled in red, and a red arrow points to it from the right.

At this point, you should see your Subscription number (**Blue arrow**), and your payment info (**Green arrow**). If both are present, select “Renew now”.

**Subscription #45490** 

- [Dashboard](#)
- [Members Only](#)
- [Orders](#)
- [My Membership](#)
- [Manage/Renew Subscription](#)
- [Documents](#)
- [Addresses](#)
- [Payment methods](#)
- [Edit Profile](#)
- [Logout](#)

|                   |  |
|-------------------|--|
| Status            | Active   |
| Start date        | June 30, 2019  |
| Next payment date | June 30, 2020  |
| Auto renew        | <input checked="" type="checkbox"/>  |
| Payment           | Via Visa ending in 3217  |
| Actions           | <a href="#">CANCEL</a> <a href="#">CHANGE PAYMENT</a><br><a href="#">RENEW NOW</a>                         |

**Subscription Totals**

| Product                             | Total           |
|-------------------------------------|-----------------|
| <a href="#">Fellow - 1 Year</a> × 1 | \$150.00 / year |
| <b>Subtotal:</b>                    | \$150.00        |

13. You are almost done!

On this, the “Checkout” screen, it is important that the address that was auto-filled for you matches your billing address.

**NOTE: Many corporate cards are linked to the corporate address and will need to be changed here.**

14. After you have confirmed that the credit card address matches the billing address, please click the small box at the end of the page BEFORE selecting the place order button.

FIRST

  I have read and agree to the website [terms and conditions](#) \*

THEN

[PLACE ORDER](#) 

**Important: After clicking the “Place Order” button, please allow the transaction to process. Do not attempt to reload the page or click on the "Place Order" button multiple times.**

You've successfully renewed your PSPA membership. Thank you for returning. Please feel free to browse the new website and consider helping your fellow PAs by joining a committee!

Now that you have successfully renewed and while you are logged into your account, please take a few moments to review and update your account profile. You may access your profile by selecting **My Account**→**Edit Profile** from the top of any PSPA webpage, or from the **Members Only** page.

# CONGRATULATIONS!!