

**INSTRUCTIONS TO MANAGE YOUR ACCOUNT: [RESET YOUR PASSWORD](#), [MANAGE PAYMENT METHODS](#)
[RENEW YOUR MEMBERSHIP](#),**

One of the new features at pspa.net 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-renewal**, which will make future renewals even easier!

Some of our subscriptions are non-renewable. These include Prospective PA Student, 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 login information prior to 2019 invalid. If you were a PSPA member in 2018 or later and have not set up access in the new website, follow the instructions to Reset Password. If your membership has expired, after you have reset your password, pick a membership plan to re-establish your member benefits.

Once you have established your member account, please take a few minutes to enter or verify your profile information so that the PSPA has current information. And please consider helping your fellow PAs by joining a committee!

These instructions reflect using a browser on a computer. All options will be visible on a mobile device also; use the menu in the upper right corner of the device screen to find options if not visible on the screen.

Reset Password

1. Here is a link to the website. <https://pspa.net/>
2. Click on “Member Login” at the top right corner of the page.



3. Click on “Forgot Password?”

Login

Email Address

Password

Remember Me

LOG IN

FORGOT PASSWORD?

4. Enter your email address. Select "Reset Password".



Lost password

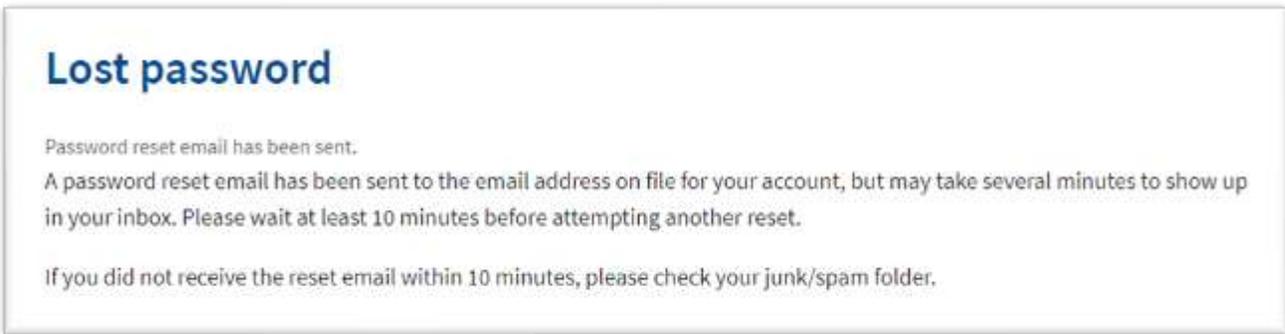
Lost your password? Please enter your username or email address. You will receive a link to create a new password via email

Username or email

RESET PASSWORD

A red arrow points to the "RESET PASSWORD" button.

5. 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.

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. If you do not receive an email, send an email to pspa@pspa.net for assistance.

6. After you have created a new password, login by entering your email address and new password. Click in the box next to "Remember me" and click **LOG IN**.



Login

Email Address

Password

Remember Me

LOG IN

FORGOT PASSWORD?

A red arrow points to the "LOG IN" button.

Manage Payment Method

You can save a credit card in your account for future purchases and to use the auto-renewal feature. If you use a corporate credit card, please verify there are sufficient funds to cover your renewal prior to your next payment date. You also have the option to save your credit card information from the billing page.

1. Log into your account at <https://pspa.net/>
2. Click on My Account in the upper menu.
3. Select "Manage/Renew Subscription" or "Subscriptions".
4. Select "Add Payment".

Subscription #45490

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- [Members Only](#)
- [Orders](#)
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- [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 type="checkbox"/>
Payment:	Via Manual Renewal
Actions:	CANCEL ADD PAYMENT RENEW NOW

Subscription Totals

Product	Total
Fellow - 1 Year × 1	\$150.00 / year
.....

5. Enter your credit card number, expiration month/year, and the card security code (usually found on the back of the card). Click "Add Payment Method"

Pay securely using your credit card.

Card Number *

Expiration (MM/YY) *

Card Security Code *

[ADD PAYMENT METHOD](#)

6. After your credit card information is entered, you should have the auto-renewal option available as a toggle switch. If it is on, the last 4 digits of your credit card information will appear next to Payment. If Auto renew is off, it will say "Via manual renewal".
7. Verify or modify the correct address for the credit card by selecting "Addresses" from the Dashboard menu.

Renew Your Membership

If you are not using Auto-Renew, you can manually renew your membership.

1. Log into your account at <https://pspa.net/>
2. Click on My Account in the upper menu.
3. Select "Manage/Renew Subscription" or "Subscriptions". If you have more than one subscription, select the one you wish to renew.
4. Click "Renew Now".

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5. Click Renew Now. A renewal subscription will be added to your cart, and you can continue with your purchase.