

Please read the following instructions before renewing. It will ultimately save you some time!

There are a few things to remember about the Acteva membership renewal site.

- Acteva requires a credit card to renew your membership.
- We know many of you do not have a work credit card, we don't either. If this is true for you, we are asking that you consider using a personal credit card and get reimbursed from your organization. Your volunteer board thanks you!
- Members must pay the membership fee for their agency.
- After the member has paid, associate members can be added. There is no limit on the number of associate members however. . . .
- Each membership must be entered separately.
- Each member and associate member **MUST LOG IN THEMSELVES** and add their information. The system **DOES NOT ALLOW** one Acteva ID to enter multiple members.
- The application erroneously indicates you can enter multiple members, however it **WILL NOT UPDATE**. Please disregard the following message - "Please indicate the quantity you would like for each type of membership shown below. Then click on "Continue" to confirm your order selections and total" We apologize for the confusion – this is a message we cannot change.

Go to the Acteva site now and renew your ACCIS membership.

<http://www.acteva.com/go/accis>