UCBMA Membership Renewal Steps

1.   **The first renewal notices go out, via email, around January 5 with the subject line:** *Renewal Reminder***.** Please open this email and click through as directed to get the renewal process started.

2.   **When you try to log in you may not have a password for the new website,** so you will need to request a new password. Go through that process using the same email address in which you originally received the renewal notice email (if you want to change emails, you can do that after you successfully log in). Write down your login credentials in a safe place.

3.   **Log in to the new website and go to your account to renew your membership.** Select the membership option that makes the most sense for your current situation. You can pay by check, if you prefer. Have the system create an invoice for you, then we will know you will be paying by check. Your renewal will be on hold until we receive your payment.

4.   **Please go to your membership information and fill in all of the fields that apply to you, so your listing will be complete.** We recently had to change the location of some of the fields, so some of the information you had there before may have disappeared. We are aware of this issue, so please complete your listing, if you see anything missing. We apologize for any inconvenience this may cause. Once your listing is updated, you won't have to make these changes again.

5.   **Please make sure to upload your logo where it says "Business Logo."** If your logo is next to the "logo" option, but not the "Business Logo" option, please add your logo to the "Business Logo" option.

If you need any help with your listing or your membership, we are glad to help. Just send an email with the subject line *UCBMA Membership Assistance* **to** info@ucbma.com**. Thank you for your assistance with getting the listings updated on the new site.**