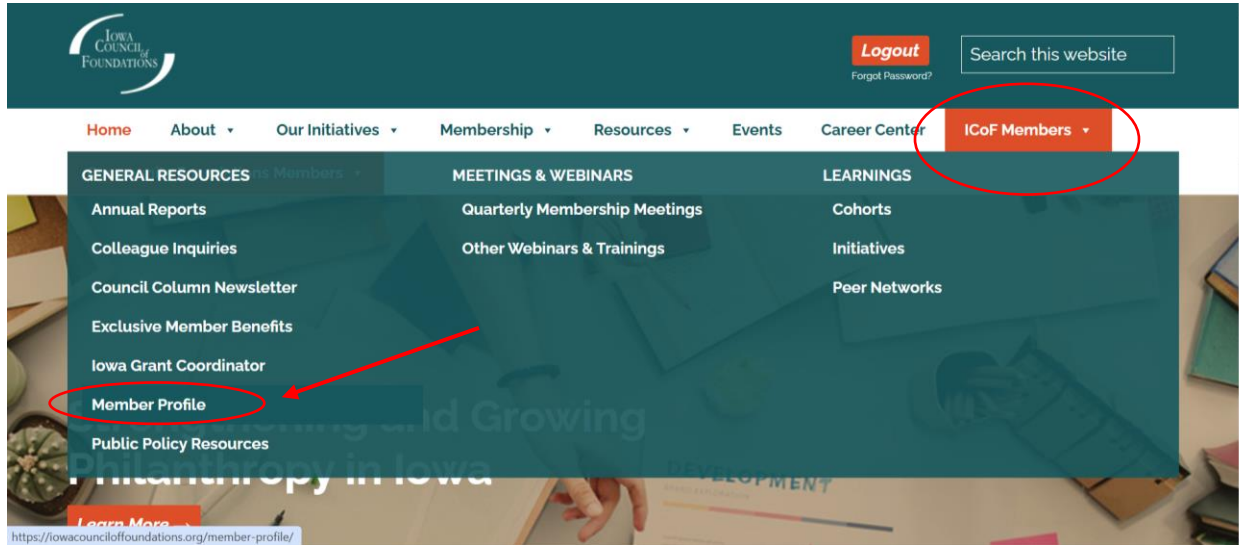


How-to: Renewing your ICoF membership through the “Member Profile” portal

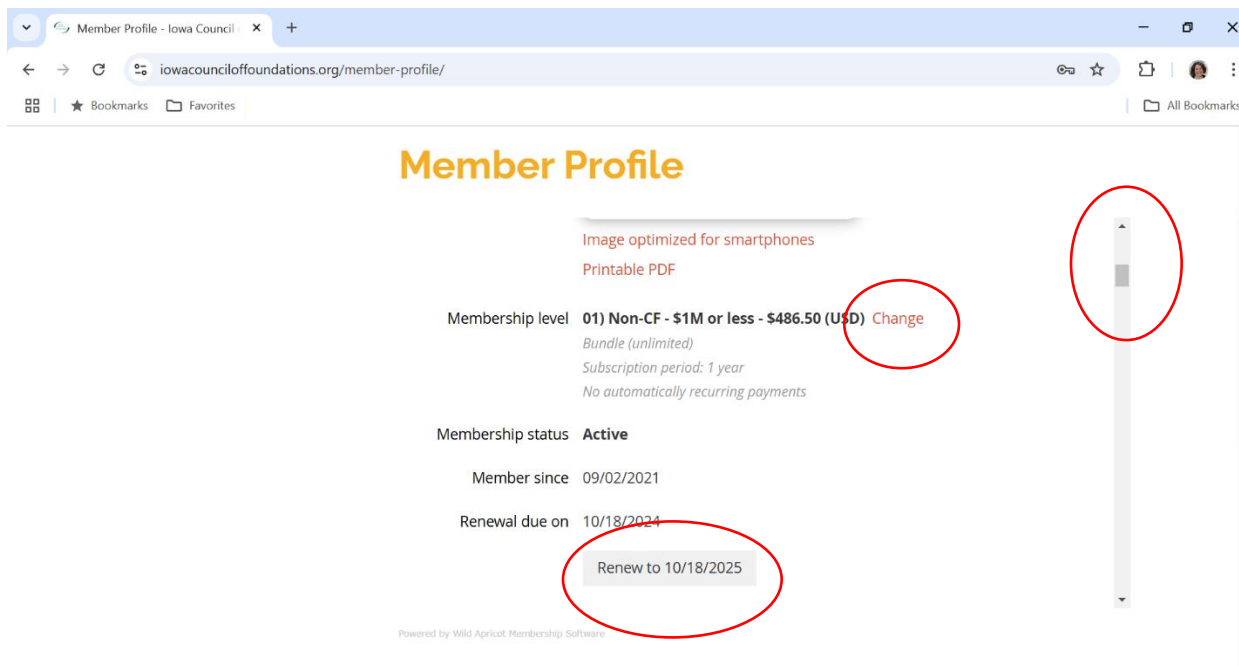
First: Please note only one person per organization is allowed to process your membership renewal. ICoF staff can change who has that designation, if needed. But that person – called the “Bundle Coordinator” in our software – needs to be the person who logs in.

Once you’re logged in, go under the **ICoF Members** menu to **Member Profile**.



The Member Profile is nestled within a page on our website, so note you may have two scroll bars.

Scroll down until you see the **Membership level** and “**Renew to [your renewal date]**” button. If you need to update your membership level, do that first, then you will click Next. If you don’t need to change your membership level, simply click the Renew to button to proceed.



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On the next screen, you have the option to update information about you and your organization. When completed, click the “Update and next” button – one is at the top of the form, there is another at the bottom.

Member Profile

sponsoring a meeting, speaker, etc. I would like to sponsor a membership meeting.
 Please contact me about sponsoring a specific speaker or program.
 Not at this time.

Could you further support the work of the ICoF by adding a voluntary dues increase? x \$1.00 (USD) = \$1,000.00 (USD)
Voluntary dues increases may be paid in the form of a grant or donation.

Cancel

Update and next

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The final screen asks you to Review and confirm. If everything looks correct, you can choose to Pay online (with a credit card) or Invoice me – which automatically generates your membership dues invoice. Click the Back button to go back and make any corrections.

Member Profile

fee
Total amount **\$1,531.10 (USD)**



Cancel

Back

Invoice me

Pay online

Your profile

Bundle summary

Used so far 1

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Note a credit card processing fee is automatically added, but if you wish to pay by check or ACH, you can either ignore that item on the invoice, or contact ICoF staff (admin@iowacounciloffoundations.org) and have it removed and the invoice re-sent.