

# Alaska Airmen Association

## How To: Join Automatic Renewal

### Important Note:

**There is no single button to join automatic renewal! In order to join automatic renewal, follow the process below to store your payment profile in your account from which future membership dues will be debited.**

### Step 1: Go to Member Login

Access the members login page by either clicking the “Member Login” link under “Membership” on the navigation header bar, or by selecting “Member Login” under the member quick links section located below the welcome text.

The screenshot displays the Alaska Airmen Association website. At the top, a dark blue navigation bar contains the following menu items: HOME, MEMBERSHIP, SUPERCUB RAFFLE, RENTAL, SCHOLARSHIPS, ADVOCACY, CLASSIFIEDS, WEBCAMS, and ABOUT. A dropdown menu is open under the MEMBERSHIP tab, listing: Join the Airmen, Renew Your Membership, Member Login (highlighted with a red box), and Events. Below the navigation bar is a large banner image of a mountain range with the word "Membership" in white text. To the right of the banner, it says "Join one of the largest and most rapidly growing General Aviation groups in America." Below the banner is a dark blue section with the heading "Welcome to the Alaska Airmen Association" and the tagline "Protecting, Preserving, and Promoting General Aviation since 1951. A voice for you." Below this is a paragraph of text: "With more licensed pilots per capita than any state in the union, the Airmen includes over 2,000 members, one of the largest General Aviation communities in the country. Our mission is to promote aviation, enhance safety and support initiatives that benefit pilots and our growing aviation community. Whether you're a veteran pilot or just discovered a passion for aviation, the Alaska Airmen Association is proud to welcome new members who share the wonders of flight on the Last Frontier!" At the bottom, there are four circular icons: "Join" (group of people), "Member Login" (lock icon, highlighted with a red box), "Directory" (ID card icon), and "Aviation Jobs" (airplane icon).

## Step 2: Log In

Log in to your Alaska Airmen Account. Note: If this is your first time logging into the new website, [learn how to create your online account by clicking here.](#)

Login

User Name

Password

[Forgot your Username or Password?](#)

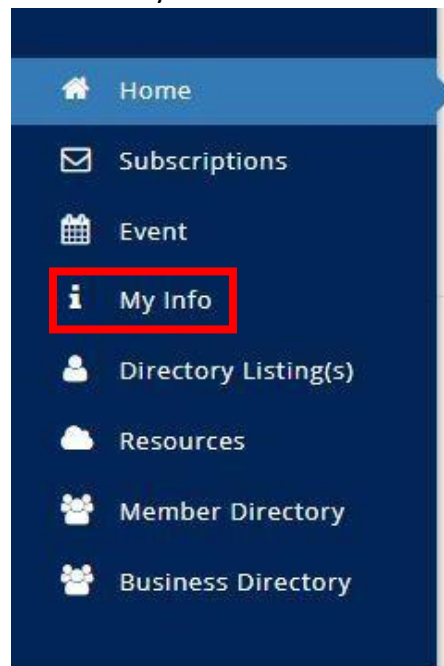
Remember Me

[Sign In](#)

[Create an Account](#)

## Step 3: Select the “My Info” tab

On the left hand side menu, select the “My Info” tab link.



#### Step 4: Select "Account"

Under "My Info" select the account tab as shown below. This navigation bar is near the top of the page.



#### Step 5: Locate "Stored Payment Methods" and hit the plus button.

SCHEDULED BILLING ITEMS

Description	Frequency	Next Bill Date	Quantity	Price	Payment Profile	Bill Contact Name	Membership Name	Actions
None to display								
PAYMENT PROFILES 								
None to display								

#### Step 6: Enter Credit Card Information & Select Done

**Add/Edit Payment Profile**

Associate With  
Alaska Airmen Association

Payment Profile Type  
Credit Card

Card Number  Month  Year  CVC

Address Line 1

Address Line 2

City  State/Province  Postal Code  Country Code

Step 7: Under "Recurring Billing Items" (on the same page) hit the edit button to the right of the item you would like to have automatically renew. In this example, an individual membership.

SCHEDULED BILLING ITEMS

Description	Frequency	Next Bill Date	Quantity	Price	Payment Profile	Bill Contact Name	Membership Name	Actions
Individual	Annually	9/11/2018	1.00	\$49.00			Individual	

**Step 8: Select the stored payment method you just created by utilizing the small dropdown arrow and select “Done.”**

Add/Edit Scheduled Billing Item

Item

Description	Quantity	Price	Total
	0	\$0.00	\$0.00

Payment Profile

-- select a Payment Profile --

Cancel Done

**Step 9: That's it!**

**Note: If you are up for renewal (an open invoice) at the time of creating your automatic payment profile, you must manually pay by entering your credit card number. After entering your credit card number, your stored payment profile will be used for all future membership dues.**