

## How to join or renew a VBCOA Associate Membership

This guide explains how to join or renew your VBCOA Associate Membership on the Virginia Municipal League's new website.

**IMPORTANT – If you have not already logged into your VML online account:** 

READ THIS FIRST – MOST VBCOA MEMBERS ALREADY HAVE A VML ACCOUNT. PLEASE TRY TO LOCATE IT BY USING THE "FORGOT PASSWORD" PROCESS (SEE "HOW TO" LINK BELOW). WHEN COMPLETING THE "FORGOT PASSWORD" PROCESS, ENTER YOUR WORK EMAIL IN BOTH THE "USERNAME" AND "EMAIL" FIELDS.

- Review the "<u>How to login to a VML account</u>" instructions prior to attempting to join/renew your VBCOA membership. Please be sure to follow the instructions to locate an existing account *before* creating a new account. Many VBCOA members are already in VML's system.
- If you create a new account, please send an email to Keyara Johnson, <u>kjohnson@vml.org</u> with the subject line "VBCOA Membership – PC" before you try to join/renew your membership.
- 3. You will receive a response ASAP letting you know that your account has been confirmed. This will make it possible for you to see all available membership options and to purchase VBCOA memberships for others in your organization..

## Instructions

**Step 1** – Login to your VML account using the "Login" link in the upper left corner of the VML website.





Step 2 – Click on "Dashboard" in the upper right corner of the website.



**Step 3** – Click on "Affiliate Dues" on the menu.





<b>Step 4</b> – On the Manage Affiliate Dues page,	click on	"Purchase	Affiliate	Dues".
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**Step 5** – On the **Purchase Affiliate Dues** page, click on the blue box for "Virginia Building & Code Officials Association (VBCOA)".

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· ·	VLGMA Virginia Local Government Hanagement Association	ese affiliate dues for VLGMA, VBCOA, and MEPAV	MEPAV Internet for the formation of the pro-	
•	A State Assistent IGMA	d like to purchase dues for:		



**Step 6** – Select your membership option and click ADD TO CART.

0	Select an available option from the subscriptions below. Once you have added your selection to the cart, you will be able to finalize pay subscription.	ment to start your
Affil	iate Dues	
Subso	ription Name	Amour
	VBCOA Student Dues	\$10.0
121	VBCOA Retired Member Dues	\$25.0
	VBCOA Active, State and Local Government Members	
A second	You may purchase one membership for yourself. If your account has been confirmed, you may also purchase up to 100 memberships for others in your organization. To confirm your account, send an email with subject line "VBCOA Membership - PC" to Keyara Johnson, kjohnson@vml.org. You will receive notification of confirmation ASAP.	\$50.0
	VBCOA Associate Members	
	You may purchase one membership for yourself. If your account has been confirmed, you may also purchase up to 100 memberships for others in your organization. To confirm your account, send an email with subject line "VBCOA Membership - PC" to Keyara Johnson, kjohnsongivmil.org. You will receive notification of confirmation ASAP.	\$60,0

Step 7 – Click "Check Out".

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**Step 9** – Select your payment option, enter any necessary information to complete a credit card or ACH payment (if applicable), and then click CONTINUE before clicking PLACE ORDER.

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Ennue and Conditions By submitting this form you are authorizing your credit card to be charged for the is amount. There are no refunds available. Please see our full terms and conditions page for further detail		\$50.00 \$0.00 \$0.00
any guestions, please contact Robert B. Bullington at roullington@vmt.org or call (804) 649-8471. Than choosing Virginia Municipal League (VML).	Final Total	\$50.00



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**Step 10** – The Order Confirmed page displays.

**Step 11** – Now that you have purchased a membership, you can do the following:

- If the membership is for you and you do not need to add any more people from your organization, you are finished! If you did not already pay your invoice, you can do so when it suits using the Receipts tab on your Dashboard.
- If the membership is NOT for you please pay your invoice (if you have not already done so) using the Receipts tab on your Dashboard. After the invoice is paid, please send an email to Keyara Johnson, <u>kjohnson@vml.org</u> and let her know the name, title and email address of the person in your organization who should receive the membership. You are finished!
- If the membership is for you but you need to add memberships for other people for your organization, please continue to the next step.

**Step 12** – Click on RETURN TO MEMBER DASHBOARD or just click Dashboard in the upper right corner of the site to return to your Dashboard.

**Step 13** – From your Dashboard, click on the Affiliate Dues tab.





## Step 14 – Manage Affiliate Dues page, select "Manage Recipients".

	Manage Affiliate Dues
purch fryou	is page you can view your current existing affiliate dues, give out affiliate membership to users within your organization (if you have agency dues), ase/recew affiliate dues. recet to manage your Affiliate Dues, simply locate the card associated with your membership and click on the corresponding action link: Pay Invol ge Recipients.
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🔹 VBCOA Act Members	tive, State and Local Government
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Slots Rem	shing 100 \$ PAY INVOICE AD MANAGE RECIPIENTS

## **Step 15** – On the Manage Recipients

page, select the "Available" tab to display people in your organization. Use the "Add" function below each person's name to assign the

membership to the correct people.

Tips:

- Do not add yourself.
- You can add more than one person at a time.
- Use the "Add New Employee" button (at the bottom) to create a profile for someone in your organization not listed.

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Manage Recipients



**Step 16** – After you have completed the above Instructions, the "Assigned" tab will show the person to whom you have assigned the membership.

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**Step 17** – Use the Pay Invoice button to finalize the membership registrations. **Note** – The Pending memberships will not become Active until the invoice is paid. **You are finished!**