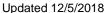
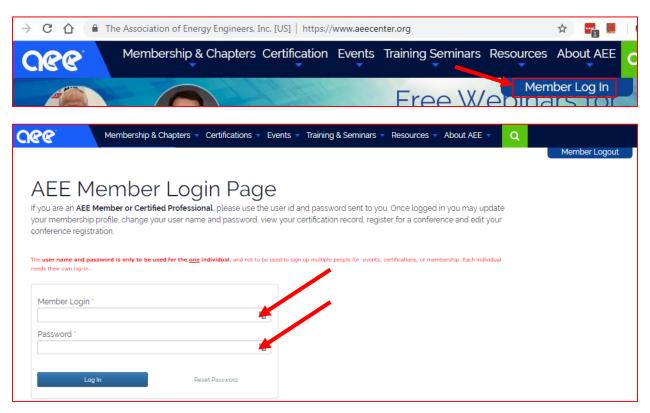
## **AEE Renewing Member Step-by-Step**



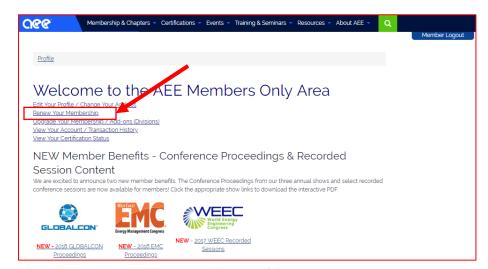


If you haven't already, visit our <u>website</u> at to see an outline of local and national benefits of joining AEE. In July 2018, we changed our membership process to streamline the process and provide better service members.

1) Log into your account. <a href="https://www.aeecenter.org/">https://www.aeecenter.org/</a>. Enter your member login and password. Click "Reset Password" if you don't know either.

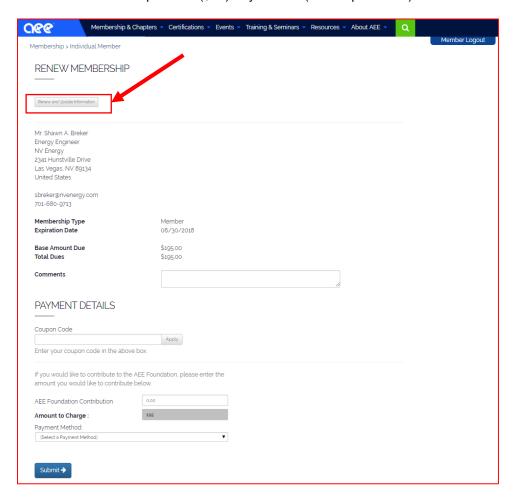


2) Once inside your profile, select "Renew your membership" near the top.

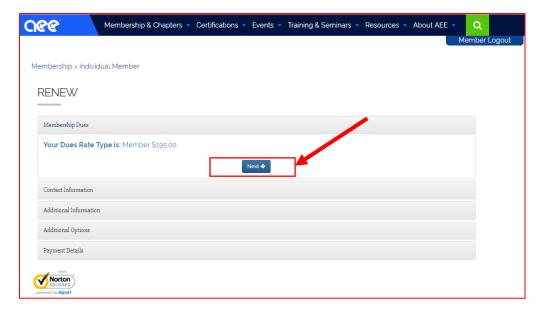


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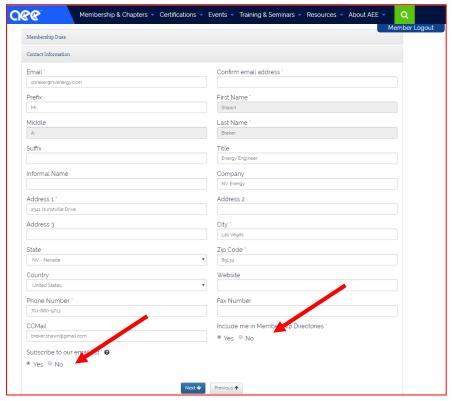
3) Select "Renew and Update Information" at the top. DO NOT scroll down to payment / submit. You will need to add the NEVADA chapter due (\$15) to your cart (see step 7 below).



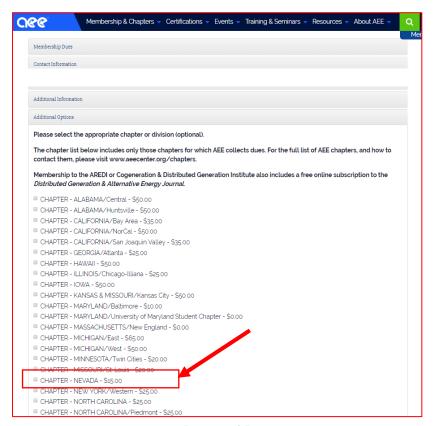
4) The Renew page will have 5 header sections. Under the 1st header Membership Dues click "Next".



**5)** Under the 2<sup>nd</sup> header Contact Information, confirm/select "Yes" for subscribing to emails.

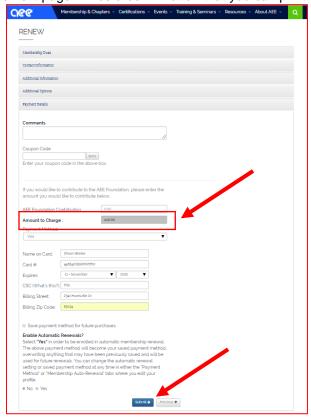


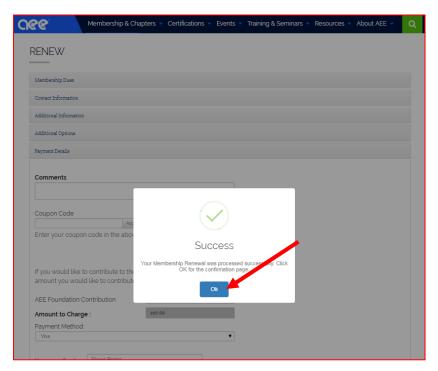
- **6)** Under the 3<sup>rd</sup> header Additional Information, update any job background.
- 7) Under the 4th header Additional Options, select NEVADA chapter \$15. This pays for your luncheon meals.



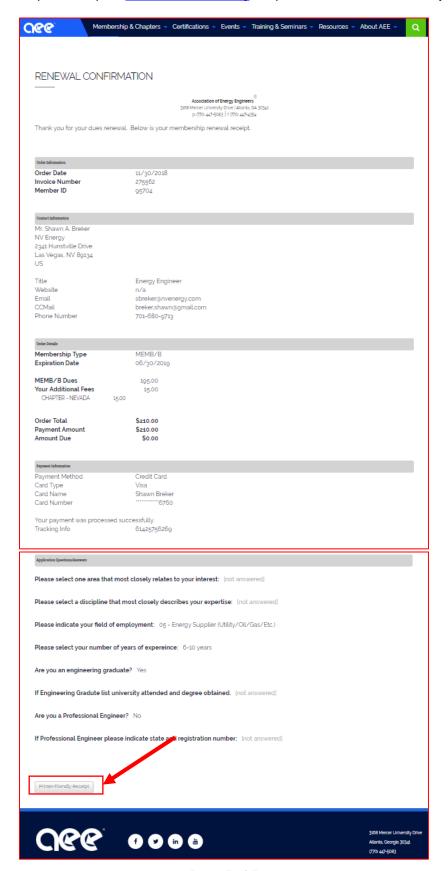
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8) Under the 5<sup>th</sup> header Payment Details, make sure Amount to Charge total \$210 = 195+15. Enter Pay details and Submit. The next page will be a confirmation that you can print. It will also be emailed to you.





9) Renewal confirmation page. It will be emailed also. You can print for records. Please forward your renewal email or print receipt to <a href="mailto:info@aeenevada.org">info@aeenevada.org</a> to update the Nevada Board of your renewal.



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