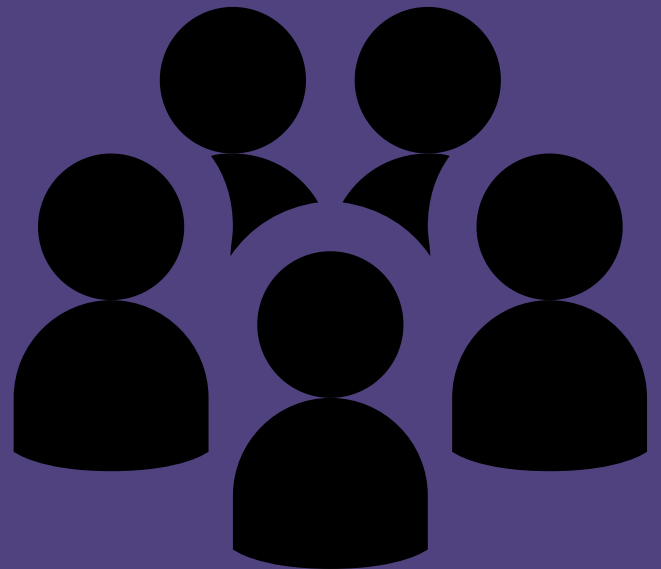


DIVERSITY ABROAD MEMBERSHIP

GUIDE TO RENEWING YOUR MEMBERSHIP

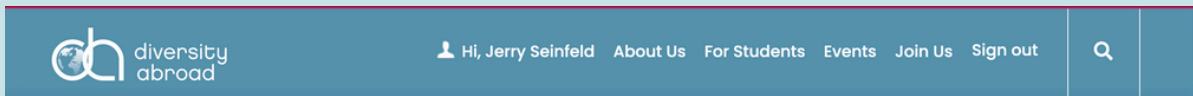


Renewing Membership



Step 1

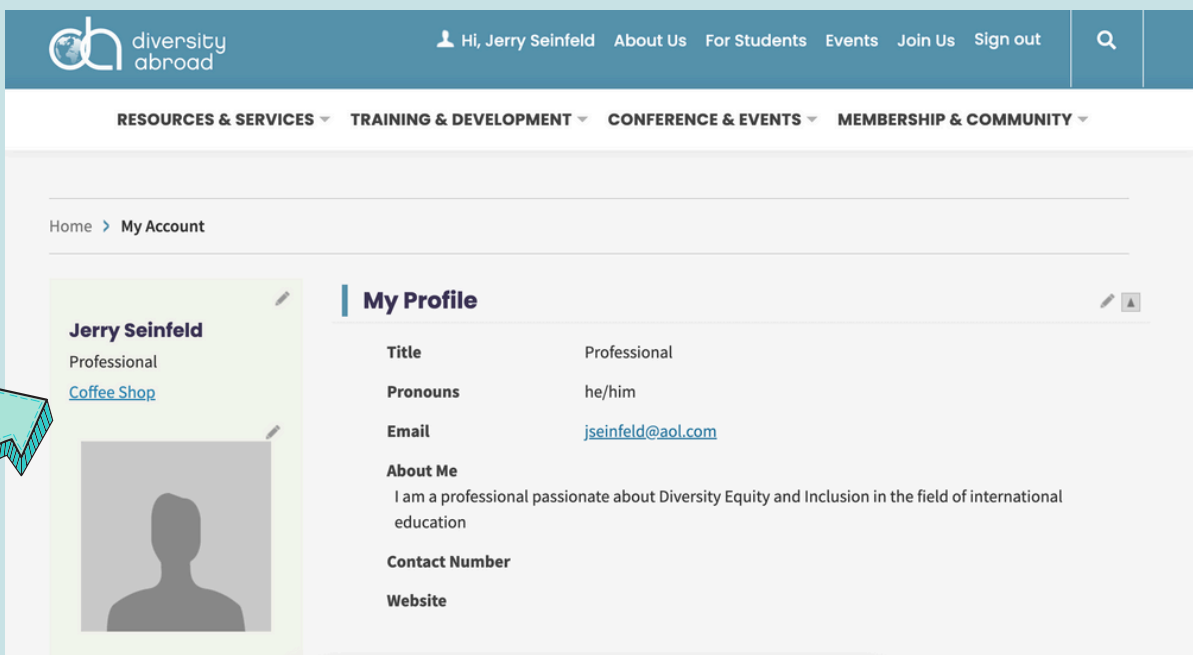
Sign into your account [here](#). Please note that only company administrators have the ability to renew their institutions membership.



Step 2

Go to your organizational profile.

- You can find the hyperlink to your organization's profile on the left hand side of the screen just above your profile picture. Click here.



Renewing Membership



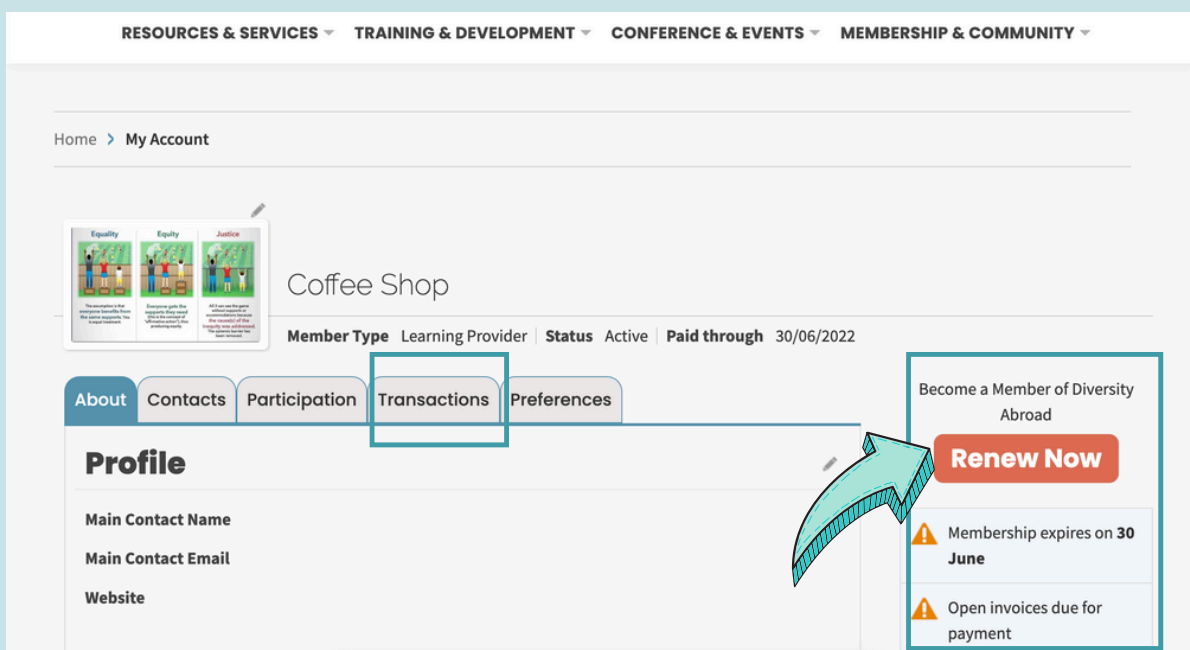
Step 3

Renewals can be paid by invoice through your organization's procurement system or by credit card.

Once on the organization's profile on the right hand side of the screen the "Renew Now" button is active and there is a notice that "Open invoices are due for payment". This means that your invoice is available to be paid.

To pay by credit card, click the "Renew Now" button and follow steps 3 - 5.

To pay by invoice, click the "Transactions" tab and follow steps 3, 6-7.



RESOURCES & SERVICES ▾ TRAINING & DEVELOPMENT ▾ CONFERENCE & EVENTS ▾ MEMBERSHIP & COMMUNITY ▾

Home > My Account

Equality Equity Justice

Coffee Shop

Member Type Learning Provider | Status Active | Paid through 30/06/2022

About Contacts Participation **Transactions** Preferences

Profile

Main Contact Name
Main Contact Email
Website

Become a Member of Diversity Abroad

Renew Now

⚠ Membership expires on **30 June**

⚠ Open invoices due for payment

Renewing Membership



Step 4

Payment by credit card: You will be taken to a screen that lists your membership level and price. Click "Update Cart".

RESOURCES & SERVICES ▾ TRAINING & DEVELOPMENT ▾ CONFERENCE & EVENTS ▾ MEMBERSHIP & COMMUNITY ▾

Home > My Account

Global Learning Organization

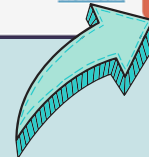
Term dates 01/07/2021 to 30/06/2022

Membership Fees

Item	Unit Price	Quantity	Amount	Balance
<input checked="" type="checkbox"/> Global Learning Organizations	3,645.00	1	3,645.00	3,645.00

Subtotal 3,645.00

[View Cart](#) [Update Cart](#)



Renewing Membership



Step 5

Payment by credit card: You will be taken to your shopping cart where you can fill in your payment details. Finally click "Submit Order".

[Continue Shopping](#)

Shopping cart

Items

Item	Quantity	Price	Total
There are no items in the cart			

[Update](#)

Invoices

Invoice Number	Description	Balance Due	
Cash-80000606	Renewal Fees - Coffee Shop	3,645.00	Remove

Cart charges

Invoice total	3,645.00
TRANSACTION GRAND TOTAL	3,645.00

Payment details

*Bill to
Coffee Shop

Payment amount
3,645.00

Payment method
IMIS PAY VISA

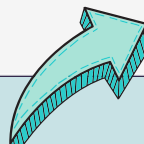
*Name on card
Coffee Shop

*Card
Card number MM/YY CSC Postal code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Billing address
3405 8th St NE
Washington, DC 20017-1747
UNITED STATES
[Choose another address](#)

[Submit Order](#)



Renewing Membership



Step 6

Payment by invoice: After clicking the "Transactions" tab, you will be taken to a screen showing your open invoices. Click on the invoice number.

Open invoices

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
	Cash-80000606	30/08/2021	Renewal Fees		3,645.00	3,645.00

Total balance due 3,645.00
Total selected 0.00

View Statement

Recent transactions

Order Number	Order Date	Type	Amount	Balance
There are no records.				

Invoices

Become a Member of Diversity Abroad

Renew Now

Membership expires on 30 June

Open invoices due for payment

Add To Cart

Renewing Membership



Step 7

Payment by invoice: Click the "Print" tab to download your invoice. Your invoice can be downloaded as an excel or PDF.

The screenshot shows the Diversity Abroad website interface. At the top, there is a navigation bar with the logo and user information: "Hi, Jerry Seinfeld". Below the navigation bar, there are several menu items: "RESOURCES & SERVICES", "TRAINING & DEVELOPMENT", "CONFERENCE & EVENTS", and "MEMBERSHIP & COMMUNITY". The main content area displays the "Invoice Summary" page. The "Print" tab is highlighted with a green arrow. The invoice details are as follows:

Invoice number	Cash-80000606
Invoice date	30/08/2021
Description	Renewal Fees

Below the invoice details, there is a "Pay Invoice" button. Under the "Billing/Shipping" section, the "Bill to" and "Ship to" information is displayed:

Bill to	Coffee Shop (80000606) 3405 8th St NE Washington, DC 20017-1747	Ship to	Coffee Shop 3405 8th St NE Washington, DC 20017-1747
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