

SCIENCE FOR A SMARTER WORKPLACE

How to Renew Your Annual Membership

- 1. Follow the URL from your **Renewal Notice** OR go to <u>https://www.siop.org/</u>
- Click the Log In button in the upper righthand corner (see Image 1)

- 3. Enter in your login information (see Image 2)
- 4. Click the red Log In button



5. Click on My Account in the upper righthand corner. (see Image 3)

 You will be brought to your "Personal Snapshot" page. (see Image 4)



UPDATED: 5/5/2025

Image 5

Membership	
Summary of your current membership.	
Member	Yes
Member Type	Affiliate
Join On	1/1/1900
Member Thru	6/30/2025
Renew/Upgrade	

Image 6

- 8. On the next screen, click the radio button next to "Renew existing membership."
- 9. Click the blue Next button once selected. (see Image 6)

7. Click the **Renew/Upgrade** button.

(see Image 5)



- 10. You will be brought to a membership selection page. Click the radio button next to the membership dues you are renewing (as indicated with the red arrow). You can also choose to add on a one-year subscription to the SIOP Research Gateway (SRG) (this is optional), if you wish to subscribe, check the box indicated with the blue arrow. (see Image 7)
- 11. You will also have the option to donate to the SIOP Foundation. To do so, please check the box indicated with the blue arrow. Once checked, a new box will open for you to enter in your desired donation amount.
- 12. Once you have made all your selections, click the blue **Next** button.

(see Image 8)

Ren	ew/Upgrade yo	DUR SIOP Mem rade your membership.	bership
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Image 8

Renew/Upgrade your SIOP Membership Renew or upgrade your membership. Membership Selection: I Snapshot Select your Membership My Profile L of 1 item • 0 items selected Product Name Price rity & Login Affiliate Membership Dues \$80.00 nent Method SIOP Research Access Subscriptions duled ts If you wish to subscribe to the SIOP Research Gateway, then please select the box below strations 1 of 1 item • 0 items selected Subscription Product Price mittees SIOP Research Gateway \$65.00 rds Do you want to donate for SIOP FDN Dues Gift? ation Histor Previous Next ers :h Space

13. If you choose not to subscribe to SRG nor donate, you will be taken to the checkout screen to complete your transaction. (see Image 9a)

14. If you choose to subscribe to SRG and/or donate, you will be taken to the checkout screen to complete the transaction with those additions added. (see Image 9b)

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Total Price \$59.00

Total Pric \$65.00

Apply

15. To check out:

- Ensure you check "I Agree" in the first box.
- Check over the charges for accuracy (1-3 boxes depending on the choices you made in the previous screen).
- Scroll down and enter/verify your billing address.
- Scroll further to enter in your payment information.
- Finally, hit the red **Submit** button to complete your renewal.

(see Image 10)



14. Finally, you will be brought to your order summary page. Here, you can view what you purchased and print a copy. (see Image 11)

	Ima	ge 11			
	Order S	Summary re all set.			
Order #0000189 Transaction Date 5/2/2025 Grand Total \$149.00	Bill To Robin Ganzel - Test 6635 W Central Ave Toledo, OH 43617 United States			e Print	
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				Total Price	
SIOP Research Gateway				\$65.00	
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Total Details					
			Grand Total	\$149.00	
			Total Payment VISA ending in 1111	\$149.00	
			Balance	\$0.00	

If at anytime during this process you encounter any issues or have questions, please reach out to us at siop@siop.org.