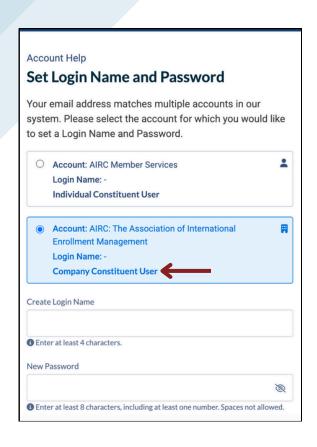
Paying Your Member Dues



Before the membership renewal period begins, the primary contact at your organization or institution will be notified to setup the **Company Constituent Portal.**

Only the Primary Contact on the account will be notified to set up the company account, where they can view/pay membership dues online.

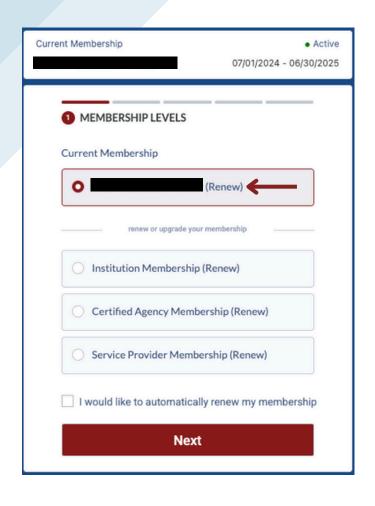
To change this, click on "Update Account Details" in the individual constituent portal and submit the form to add a new primary contact.

Once logged in to the **Company Constituent Portal**, click on "Renew" in your membership section.



After following the renewal steps in this guide, please contact **memberservices**@airc-education.org with any questions about the renewal process.

Paying Your Member Dues

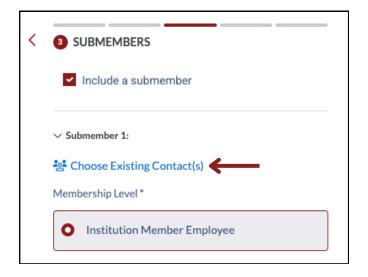


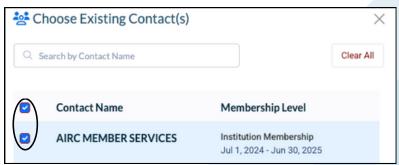
On the membership renewal form, select your **current membership**. Please ignore the membership categories that do not apply to your organization.

IMPORTANT: You must renew the membership for your organization's Submembers on page 3. This will allow you and your staff members to continue accessing AIRC member benefits and resources in the individual constituent portal.

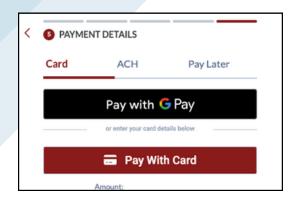
In the **Submembers** section, click on "Choose Existing Contact(s)". All of your organizational contacts in the AIRC database will appear.

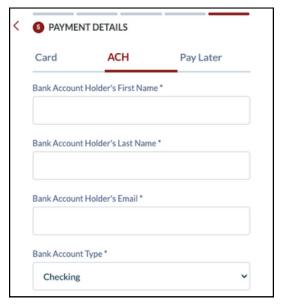
Select all of the organizational contacts that should continue to access AIRC member benefits and resources. Click on "Confirm". If you have additional staff members to add, click on "Add Submember" and add their contact details before clicking "Next".

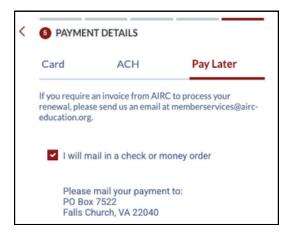




Paying Your Member Dues







Payment Options:

Card: Enter your credit card details and click Submit. You will receive a receipt via email.

ACH: Enter your bank account information and click Submit. You will receive a receipt via email.

Pay Later: Select this option if your organization requires an invoice from AIRC, or if you will mail in a check. Make sure to include your Invoice Number when you mail your check.) Make checks payable to: American International Recruitment Council. If located outside the United States, checks should be sent via courier (DHL, Federal Express, UPS, etc.)

You can also pay via Flywire using this link: https://www.flywire.com/pay/airc-education/

Note that your membership will remain inactive after July 1st until payment has been received.

Congratulations! You have renewed your membership with AIRC. Thank you for your continued support!