

Paying Your Member Dues

Account Help

Set Login Name and Password

Your email address matches multiple accounts in our system. Please select the account for which you would like to set a Login Name and Password.

☐ Account: AIRC Member Services
Login Name: -
Individual Constituent User

☒ Account: AIRC: The Association of International Enrollment Management
Login Name: -
Company Constituent User ←

Create Login Name

Enter at least 4 characters.

New Password

Enter at least 8 characters, including at least one number. Spaces not allowed.

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.


● Active

Membership

██████████ Membership

1 Year Term
Jul 1, 2024 - Jun 30, 2025

Manage Auto-Renew

 Renew

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

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Current Membership ● Active
07/01/2024 - 06/30/2025

1 MEMBERSHIP LEVELS

Current Membership

☒ [Redacted] (Renew) ←

renew or upgrade your membership

☐ Institution Membership (Renew)

☐ Certified Agency Membership (Renew)

☐ Service Provider Membership (Renew)

☐ I would like to automatically renew my membership

Next

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".

< 3 SUBMEMBERS

☒ Include a submember

Submember 1:

Choose Existing Contact(s) ←

Membership Level *

☒ Institution Member Employee

Choose Existing Contact(s) ✕

Search by Contact Name Clear All

Contact Name	Membership Level
AIRC MEMBER SERVICES	Institution Membership Jul 1, 2024 - Jun 30, 2025

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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!

The screenshot shows the 'PAYMENT DETAILS' screen with a back arrow and a red progress bar. Three tabs are visible: 'Card' (selected with a red underline), 'ACH', and 'Pay Later'. Below the tabs is a black button labeled 'Pay with G Pay' and a link 'or enter your card details below'. At the bottom is a red button labeled 'Pay With Card' with a card icon. An 'Amount:' label is partially visible at the very bottom.

The screenshot shows the 'PAYMENT DETAILS' screen with 'ACH' selected. It contains four input fields: 'Bank Account Holder's First Name *', 'Bank Account Holder's Last Name *', 'Bank Account Holder's Email *', and 'Bank Account Type *'. The 'Bank Account Type' dropdown menu is open, showing 'Checking' as the selected option.

The screenshot shows the 'PAYMENT DETAILS' screen with 'Pay Later' selected. It includes a note: 'If you require an invoice from AIRC to process your renewal, please send us an email at memberservices@airc-education.org.' Below this is a checked checkbox with the text 'I will mail in a check or money order'. At the bottom, it says 'Please mail your payment to: PO Box 7522, Falls Church, VA 22040'.