



# IOWA PA SOCIETY

## Membership Renewal Instructions

When renewing your IPAS membership, your process will follow one of two paths depending on your account status: **Open Invoice** or **No Invoice**.

### OPTION 1: RENEW WITH OPEN INVOICE (PAY EXISTING INVOICE)

If your account shows an **Open** invoice, your renewal is already in progress and just needs a payment:

1. Log in to your IPAS account.
2. On the Membership Information page, review the message indicating:
  - “Your current membership has expired...”
  - Locate the invoice with:
    - **Status: Open**
  - Click the “**Make an Online Payment**” icon.
  - Complete the payment form.
  - Click on “**SUBMIT PAYMENT.**”
  - Your membership has been renewed.

### Membership Information

Fellow

Your current membership has expired. It expired on 9/30/2025.

Please note: It appears you have a transaction that is still open (see below.) Your current membership and expiration may change once this transaction has been processed and closed by administration.

Options	Status	Transaction Date	Processed	Type	Membership	Amount	Balance
	Open	9/30/2025	N/A	Bill Me	Fellow	\$160.00	\$160.00
	Closed	12/26/2024	12/26/2024	Credit Card	Fellow	\$160.00	\$0.00

### OPTION 2: RENEW WITH NO INVOICE (IMMEDIATE RENEWAL REQUIRED)

If your account states that your membership has expired and **no invoice is listed**, follow these steps:

1. Log in to your IPAS account.
2. On the Membership Information page, review the message indicating:
  - “Your current membership has expired...”
  - Click the link:
    - “**Securely renew your membership now**”
  - Complete the renewal form.
  - Click on “**SUBMIT SECURELY.**”
  - Your membership has been renewed.

### Membership Information

Your membership has expired. Please submit dues payment immediately to ensure uninterrupted membership.

Fellow

Your current membership has expired. It expired on 9/30/2024.

[Securely renew your membership now »](#)