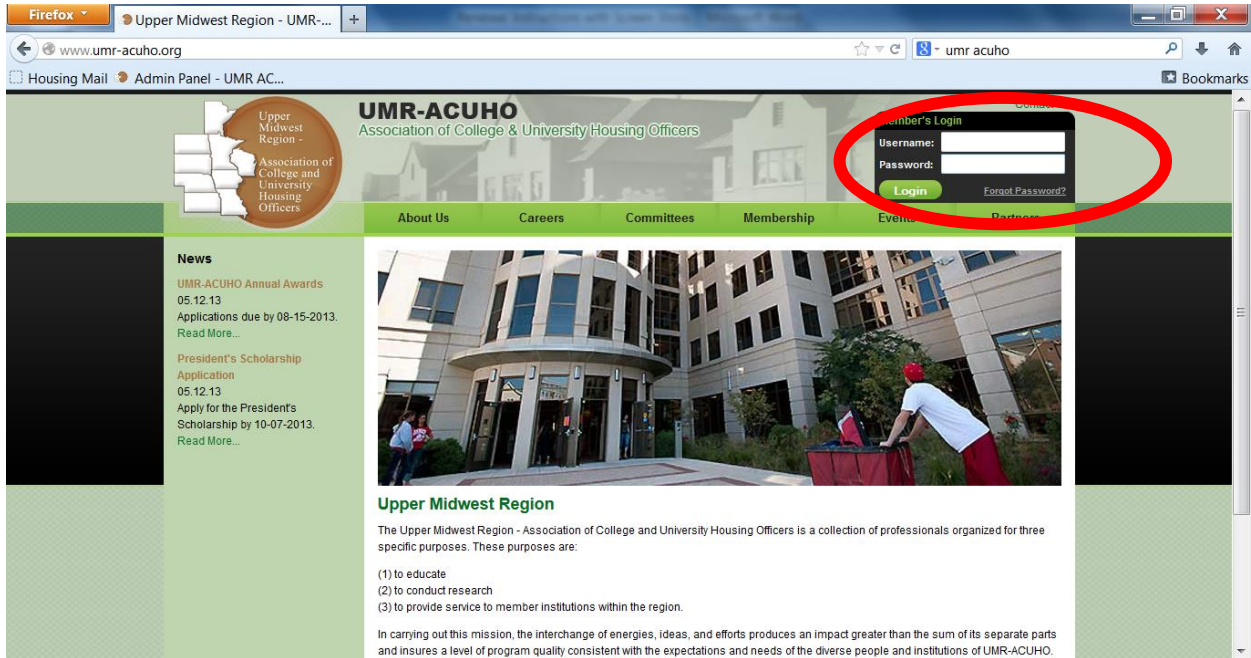


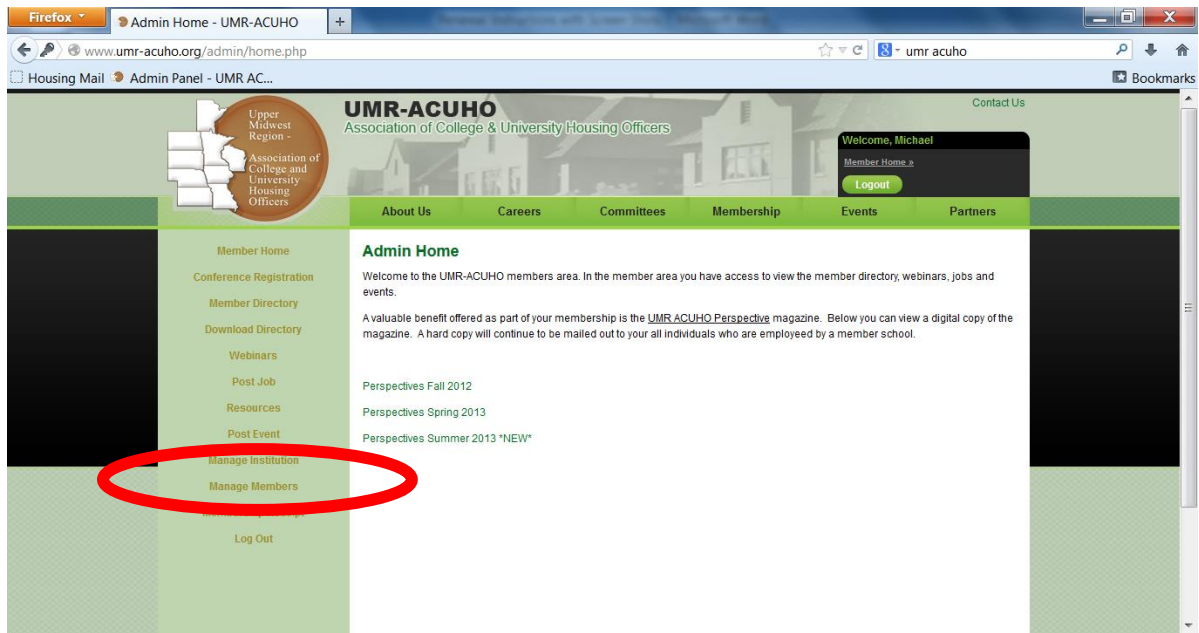
# UMR-ACUHO Membership Renewal Process

To **renew** your UMR-ACUHO membership, please follow these steps:

[Log in to the members only area](#). Your username is your email address. If you forgot your password, click on the "Forgot Password?" link.



Click on "Manage Institution."



Review your school's data and update any of the data and click 'Save Changes.'

The screenshot shows a web browser window with the URL [www.umr-acuho.org/admin/membership\\_edit.php](http://www.umr-acuho.org/admin/membership_edit.php). The page title is "Edit Organization - UMR-ACUHO". On the left, there is a navigation menu with options: "Post Event", "Manage Institution", "Manage Members", "Membership Receipt", and "Log Out". The main content area contains a form for editing organization information. The form fields are as follows:

Organization Name: *	University of Wisconsin Madison	
Address 1: *	625 Babcock Drive	Address 2: Slichter Hall
City: *	Madison	Country: * USA State/Province: * WI
Zip/Postal Code: *	53706	
Type of Institution: *	<input checked="" type="radio"/> Public <input type="radio"/> Private	
Primary Phone: (###-###-####) *	608-262-7748	Secondary Phone: (###-###-####) 608-262-6982
Fax: (###-###-####)	608-265-8721	Website URL: (Include http://) <a href="http://www.housing.wisc.edu/">http://www.housing.wisc.edu/</a>
Total Fall Housing (Males): *	3485	Total Fall Housing (Females): * 3805
Total Occupancy Capacity (Males): *	3464	Total Occupancy Capacity (Females): * 3775

At the bottom of the form, there are three buttons: "Save Changes", "Renew", and "Cancel". The "Save Changes" button is circled in red.

Click "Renew" at the bottom of the page.

This screenshot is identical to the one above, showing the same "Edit Organization" form. In this view, the "Renew" button at the bottom of the form is circled in red.

Complete the payment screen. If you pay via credit card, all online services related to membership will be restore for each of your staff members. If you pay by PO/Check, the services will be restored after payment is received.

Firefox Edit Organization - UMR-ACUHO Edit Organization - Admin Pa... www.umaracuho.org/admin/membel Edit Organization - UMR-ACUHO

Fax: (###-###-####) Website URL: (Include http://)

Total Fall Housing (Males): \* 1 Total Fall Housing (Females): \* 1

Total Occupancy Capacity (Males): \* Total Occupancy Capacity (Females): \* 1

### Billing Information

How would you like to pay for your purchase? (please choose one) \*

Check or Purchase Order  Credit Card (Visa and Mastercard only)

Billing address same as above

First Name: \* Last Name: \*

Address: \*

City: \* Country: \* State/Province: \*

Zip/Postal Code: \* Name as it Appears on Card: \*

Credit Card Number: \* Expiration Date: (MM/YY) \* Security Code: \*

Submit Renewal Cancel

User: Michael Perry © 2013 UMR ACUHO All Rights Reserved.

Please go back to the main log in screen and select Manage Members to update your institution's list of members.