

## INSTRUCTIONS FOR FCBA MEMBERSHIP RENEWAL

Click here to Log In: <https://members.fcba.org/login.aspx>

Your Username: The email address associated with your membership

Password (temporary): Password1!



Sign In Join

Enter search criteria...



HOME

EVENTS

DONATIONS

ONLINE STORE

## Member Login

Welcome to the online community! Because of the built-in security features, you must first join the FCBA and be approved before accessing many site sections. If you are not a member of the FCBA yet, please join today!

**Forgot your password?** Please click the "Reset Password" link below. You must provide the email address or username associated with your member profile.

**Forgot your username?** It will be provided on the confirmation page when you reset your password.

Sign in using your credentials

Kerry

.....

### CALENDAR

more

The upcoming calendar is currently empty.

[Click here to view past events and photos »](#)

### NEWEST MEMBERS

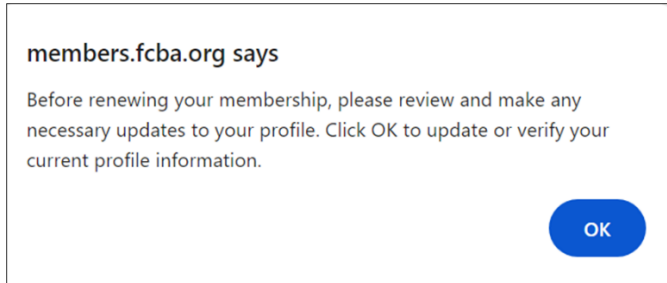
You will be taken to **your YM Membership Profile**.

There are two ways to renew – see red arrows.

- Click Renew now or click on your right-side menu Renew Membership Now

The screenshot shows the FCBA member profile page for Janeen Wynn. At the top, there is a navigation bar with links for My Profile, Events, Online Store, and Directory Search. A yellow warning banner states: "Your membership has expired, and your access will be suspended on 09/30/2024. Renew now!". Two red arrows point to the "Renew now" link in the banner and the "Renew Membership Now" link in the user's right-side menu. The user's menu also includes "Account + Settings", "Invoices", and "Sign Out". The main content area shows the "About" section with a "Profile Completeness" progress bar at 91% and an "Account Information" section below it.

- After you click renew, the following **text box** will appear. **Click OK.**



- Please review all information in your profile. **IMPORTANT NOTE:** If your membership type has changed, please email [elina@fcba.org](mailto:elina@fcba.org) **BEFORE** paying your dues.
- Fields with \* asterisk are required. You must **Save Changes** in order to proceed.
- Once you save changes, you will be taken to the **Membership Dues** page.
- Follow the prompts and **submit your payment**. You will receive an email confirmation receipt.

#### **Accepted Payment Types for Online Payments**

-Check/Money Order

-Credit Card

If you are mailing a check, you **MUST** include the printed invoice with your check and mail both to the address on the order.

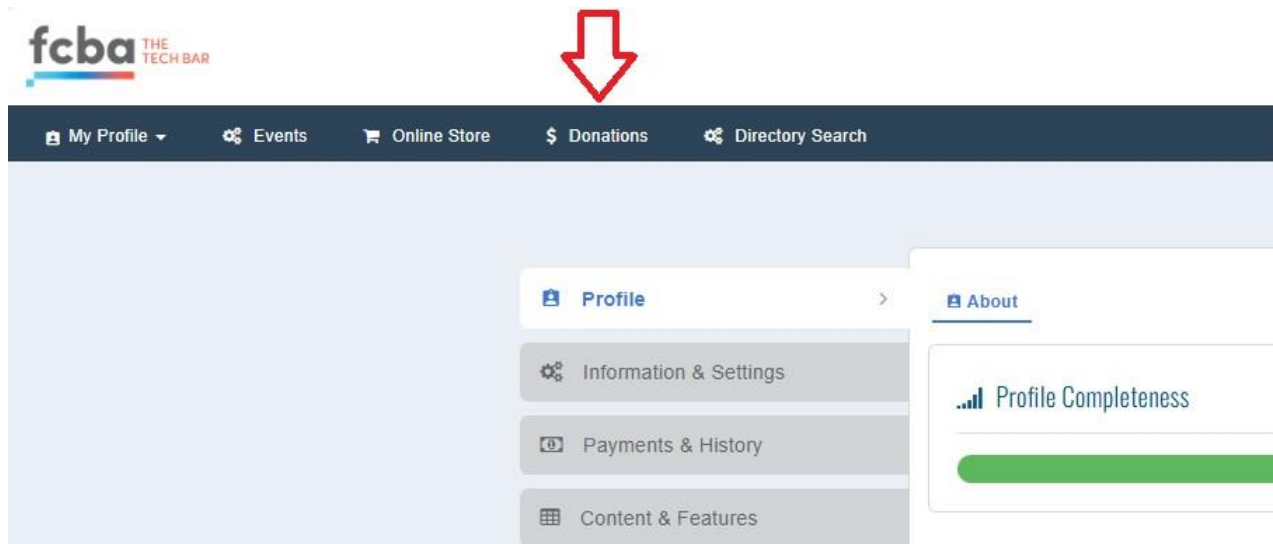
#### **To pay for a group of renewals at one time**

Some firms and companies prefer to pay for a group of membership renewals at one time with one payment. There are two methods to do this:

1. We ask that the firm or company email us a list of renewing members, each person's membership category (e.g., Private Sector) and the associated fee (e.g., \$x / member for Private Sector), and then mail the check to us. For more information or if your firm or company would prefer to pay by ACH, please contact Wendy Parish at [wendy@fcba.org](mailto:wendy@fcba.org).
2. Alternatively, each individual member can log in, process their renewal, and select the Check/Money Order payment type. After that, they should print out the invoice and submit for payment through their internal channels. The firm or company should then mail us all of the invoices at one time, along with the check.

## FCBA FOUNDATION

If you would like to make a donation to the FCBA Foundation, please click the Donations link in your main menu. Every dollars makes a difference!



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