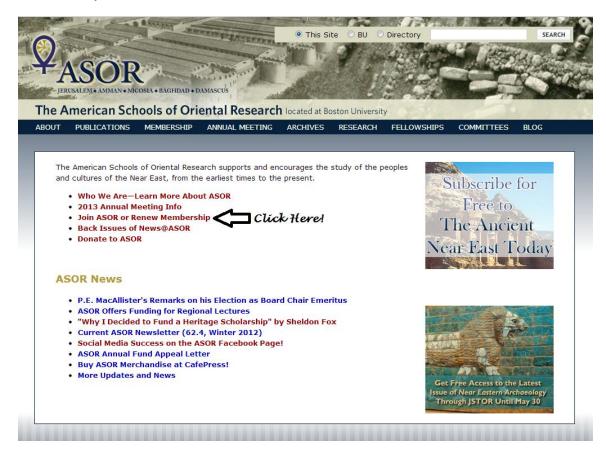


## RENEWING YOUR ASOR MEMBERSHIP

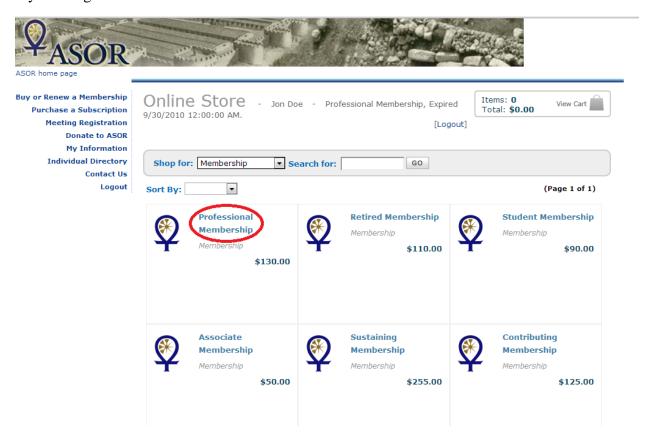
- 1. To renew your ASOR membership, begin by going to our website at <www.asor.org>.
- 2. Once you arrive at our website, click on the "Join ASOR or Renew Membership" link as indicated by the arrow below.



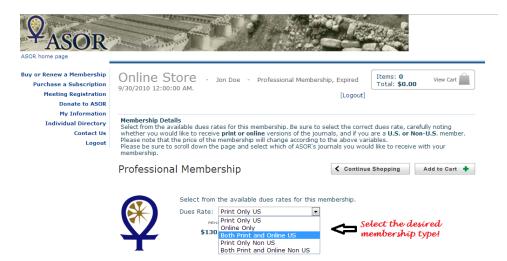
3. This will take you to a login screen. Your user name is the primary email address you have on file in our database. Your password was chosen when you first registered for your ASOR membership. After entering the appropriate information click the "Go" button. If you do not remember your password, either click "Forgot Your Password?" or email <a href="mailto:asormemb@bu.edu">asormemb@bu.edu</a> to request a new password.



4. Clicking "Go" will direct you to a Shopping Cart where you can select the appropriate type of membership. Please click the name of the type of membership you would like to purchase or renew. For example, the Professional Membership product is circled and can be selected by clicking there.



5. You will be taken to the information screen of the membership you selected. First, please select what type of membership you are interested in, choosing between Print, Online, or Both. Please also be sure to select the Print or Both option that corresponds to your shipping address location. For example, if your address is within the United States, please select Print US or Both US. If your address is not within the United States, please select Print Non US or Both Non US.

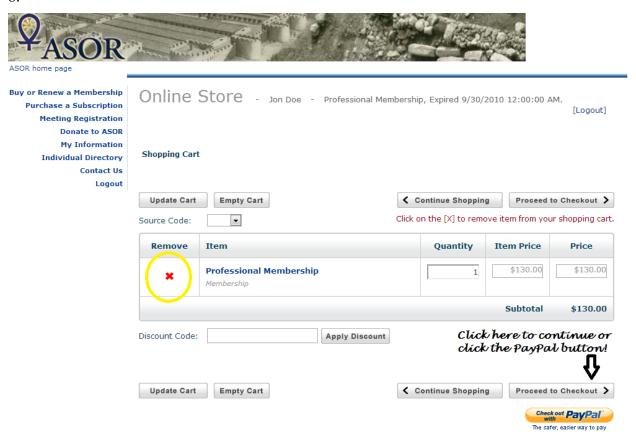


6. Please scroll down to the bottom of this page before adding your selection to the cart. At the bottom of this screen, if you have selected a print or both option, please select the two subscriptions that you would like to receive with your membership. At the bottom of the screen you can also choose to donate to ASOR. Please click "Add to Cart" when you are done making selections.

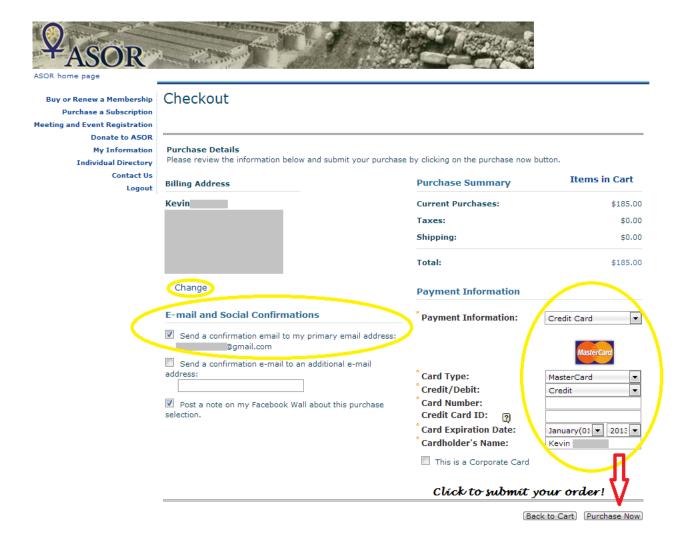


7. You will then be taken to the shopping cart to review you purchase. If everything looks in order please click the "Proceed to Checkout" button to pay by credit card or the "Checkout with PayPal" button. If you selected the wrong membership you will need to click the red X to remove the item from your cart.

8.



9. You will then be taken to a checkout page where you can review your billing address (if there are corrections that need to be made, you can click "change.") You can confirm the email address at the bottom left of this screen; this address will receive the confirmation and receipt via email. You can also indicate if you would like to post a note on Facebook indicating your purchase. On the right of the screen, you can review your purchase and enter your credit card information. Please enter the card type (MasterCard, Visa, or Discover), card number, and expiration date, and double-check the cardholder's name. If everything is in order click the "Purchase Now" Button.



10. Once your card has been verified you will see a confirmation page. You should print the confirmation page for your records even though a copy has been emailed to you. If you have any questions about renewing a membership please contact us at asormemb@bu.edu or by phone at 617-358-4376.