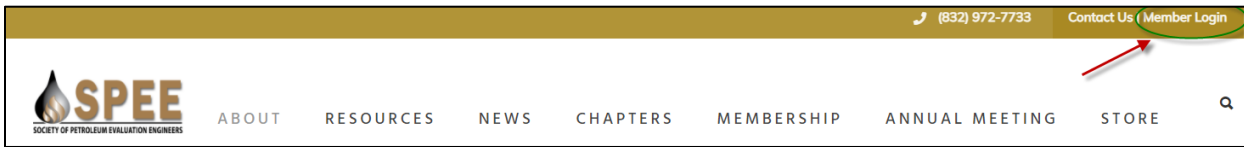


To login to your membership profile:

- Enter spee.org in your browser and select Member Login at the top right of the screen.
(Please use Chrome, Firefox, or Edge – Internet Explorer is known to cause problems)



- On the SPEE Member Login page, select Request Password to create a new password – the password will be sent to your email address on record.

- Select Sign In, enter your email address and the password that was sent to your email address, and then click the blue sign in box. (You can change your password later in your profile.)

- On the Account tab, please make sure all information is correct. Please do not use all capital or all lowercase letters.
 - The email address should be the primary email address where you want all SPEE emails to be sent.
 - The billing address is the billing address for the credit card you use to pay for dues and events. If you choose to show your work address, it can be changed to the billing address when paying dues or for events.
 - Select Save and Continue.
 - **Note:** The address will show on a map in your profile – if you work from home and do not have an office address, you can choose not to show this information by clicking on the Profile tab and selecting “Do not show street address in profile”.

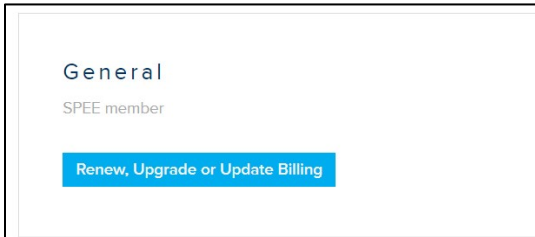
- We will send additional information about updating the other tabs later.

To renew your dues:

Please pay by credit card using our secure website – due to issues with the US Postal Service not delivering mail in a timely manner, we do not want your payments to be late or lost.

At the bottom of the Account tab of your member profile:

- Select Renew, Upgrade or Update Billing. Ensure the membership level is correct (remember – to pay Retired dues, you must be 65 or over on Jan 1, 2022, and have concluded your professional career).

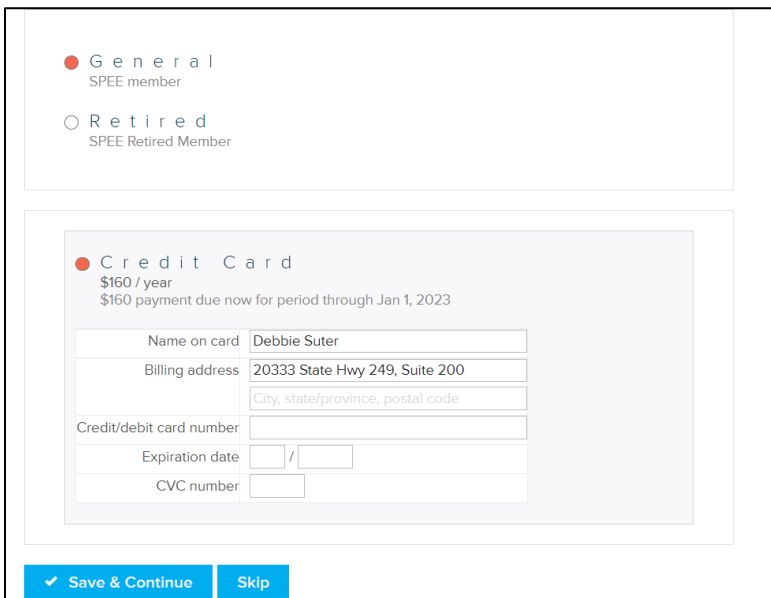


General
SPEE member

Renew, Upgrade or Update Billing

- Click in the Name on card field and it will prefill with your name. If your name is different on your credit card, change the name here.
- Click in the Billing Address field and it will prefill with your billing address. If your billing address is different, change the address here.

Enter your credit card information and select Save and Continue. Errors will show if information is incomplete or incorrect.



General
SPEE member

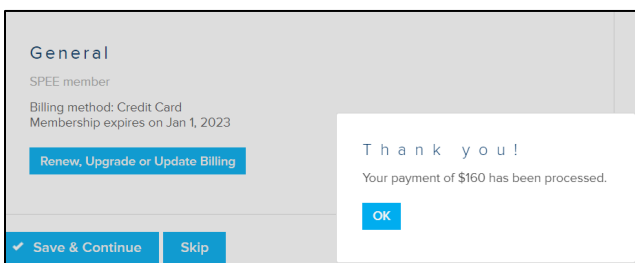
Retired
SPEE Retired Member

Credit Card
\$160 / year
\$160 payment due now for period through Jan 1, 2023

Name on card	Debbie Suter
Billing address	20333 State Hwy 249, Suite 200
	City, state/province, postal code
Credit/debit card number	
Expiration date	/
CVC number	

Save & Continue Skip

- A successful payment will show that your payment has been processed.



General
SPEE member

Billing method: Credit Card
Membership expires on Jan 1, 2023

Renew, Upgrade or Update Billing

Thank you!
Your payment of \$160 has been processed.

OK

Save & Continue Skip

- You will receive an email with your receipt.

Payment Receipt

Thank you for supporting SPEE as a **General** member! Your membership payment has been successfully processed.

Payment Date: Dec 13, 2021
Payment Total: \$160.00
Payment Method: card 1001

spee.org

- You can check to see if your dues were paid by selecting the Payments tab on your profile.

Account Contact Education **Payments** Profile Additional Sign Out

Date		Description	Amount
Dec 13, 2021		Membership payment	\$160