

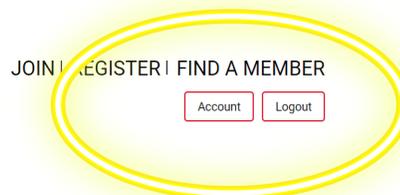


Renewing Your Membership

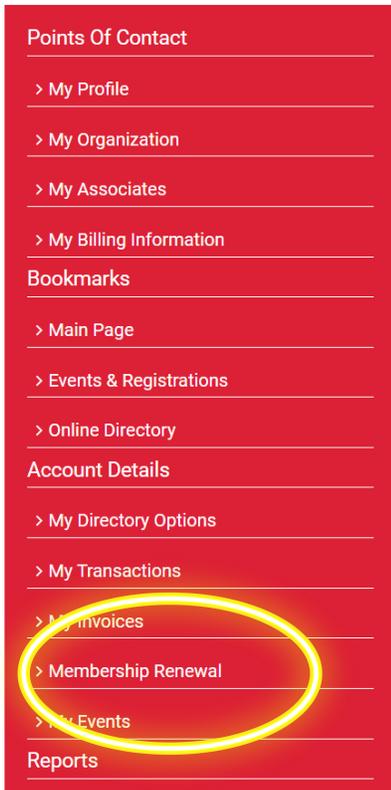
1. Visit www.agcva.org and log in at the top right of the homepage. If you are unsure of your username and/or password, click "**Forgot Credentials**" and follow the steps to have your username and password sent to you.



2. Upon logging in, click the **Account** button at the top right of your screen. This will direct you to your individual member profile.



3. From the red menu on the left of the page, click **Membership Renewal**, located near the bottom of the menu. This will direct you to the Membership Renewal Application.



4. On this screen, you will find basic information about your company. **The dues amount reflected will be based on the information provided for 2023.**

Click the **"Next"** button on the bottom right of the screen.

Membership Renewal

SUBSCRIPTION INFO > RENEWAL INFO > PAYMENT

Thank you for renewing your AGCVA membership!

Click Next to Proceed.

Current Subscription

Member Type:	Contractor
Annual Company Revenue (in millions)	1480
Description:	
Current Expiration Date:	11/30/2021
Membership Cost:	\$0.00
Eligible Affiliates:	0
Eligible Reps:	150
Directory Categories Included:	0

Membership Type * Required Information

Renewing Membership Type: Contractor

Next >>

5. **Contractor Members:** please provide updated annual revenue information, using the drop-down menu.

Service/Supplier Members: please provide updated employee counts, using the drop-down menu.

Education & Owner/Developer Members: no updates are needed in this section.

Membership Renewal

SUBSCRIPTION INFO > RENEWAL INFO > PAYMENT

Membership Type

Please select any additions to your membership type. Go To Admin Portal -> Setup -> Getting Started -> Member Manager -> User Defined Text -> Membership Renewal Additions

Membership Type Details

Membership Type:	Contractor
Description:	
Membership Cost:	Please select the following as it applies to you: Annual Company Revenue (in millions) --Select--
Membership Term:	1 Year (e)

6. Click "**Manage Contacts**" to confirm and/or add employees for your organization. If you need to remove employees, please contact an AGCVA staff member for assistance.

Please consider making a voluntary contribution to the AGCVA PAC and/or the Educational Foundation.

Additional Options

Additional Contacts

Your Organization is setup with 0 affiliates and 3 reps level of contacts.

All 3 contacts will be renewed during this membership Renewal.

Additional Contacts Cost: **\$0.**

Manage Contacts

Voluntary Contribution to PAC (\$250/each)

Voluntary Contribution to Educational Foundation (\$250/each)

7. Review your **Directory Options**. The categories selected will determine where your company appears in our online directory, as well as in our printed directory.

You may select as many as six (6) directory categories by holding the Control (PC users) or Command (Mac users) key while selecting with your mouse.

Directory Options

Listed below are available Member Directory categories. Please select the category(s) that best apply to you.

To select more than one directory category, hold the "Control (CTRL)" or "Command" (for Mac users) key while selecting your choices. Please choose 6 category(s) from the list below that best represents your organization. If you select additional category listings, an additional fee may apply.

Directory Listing Options

Directory Categories:

- Abrasive Blasting
- Access Floors
- Accounting & Tax Services
- Acoustical Contractors
- Acoustical Plaster
- Acoustical Treatment: Spray-On
- Advertising & Marketing
- Aerial & Fork Lifts
- Affordable Community Housing
- Air Duct Cleaning**
- Alarm & Security Systems
- Anti-Terrorism Crash Barriers
- Appliances (Major)
- Arbitration & Dispute Resolution
- Architectural Casework & Woodwork
- Architectural Consultants
- Architectural Interiors
- Asbestos Abatement & Encapsulation
- Asphalt Milling
- Attorneys & Law Firms

7. **Optional:** You may add listings if you wish, and/ or enhance your directory listing.

Additional Listings

Additional Categories	<input type="text" value="0"/>	(\$0/each)
Category Cost:	<input type="text" value="0"/>	

Enhanced Directory Option

Check box to enable enhanced listing. This feature costs \$0 per year and will modify the directory listing to include a colored background, photo or logo, text description and enhanced links to your website, email, & Google maps.

7. Click "**Checkout**" to complete your membership renewal.

Manage Contacts

Voluntary Contribution to PAC	<input type="text" value="0"/>	(\$250/each)
Voluntary Contribution to Educational Foundation	<input type="text" value="0"/>	(\$250/each)

Checkout

7. On the payment screen, you will be prompted to enter your payment address, as well as select a payment method.

If you wish to pay by credit card, click the "Enter Payment Method" button.

If you wish to be invoiced, please select "Invoice Option Available", below the yellow button.

Payment Address	<input type="text" value="Enter Payment Address"/>
Payment Method	<input type="text" value="Enter Payment Method"/> Invoice Option Available
Promotional Code	<input type="text"/> <input type="button" value="Apply"/>

8. **Once complete, click the "Place Your Order" button** on the right side of the screen.

Questions?

We're here to help, so please don't hesitate to reach out.

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