

Set Up Your Account For Auto -Renewal

1

There are two ways to enter yourself into Auto-Renewal. First is during the initial payment for membership, click the button next to Save this Credit Card & Auto Pay.

CVV Number: ?

Expiration Date: *

Billing Zip/Postal Code:

Save this Credit Card? Store securely in Authorize.Net?

Auto Pay?

Confirmation Email

2

After you have paid for your membership, you are able to go into your account to add yourself to Auto-Renew. First step login to your ARMA account.

United States T-Test T-User03 T-Heather T-Lehr

T-Test T-User03 My Profile

Home > My Profile

Overview Account Organizations My Purchases

#53208408

No Primary Organization

11880 College Blvd
Overland Park, Kansas 66210-2766
United States

No Primary Phone

T-nate.d.hughes@olive.com

MEMBER SINCE 6/3/2025

NOT OPTED-IN TO SHOW IN MEMBER DIRECTORY

Pay Open Balances
No Open Balances

Membership
T-INTERNATIONAL PROFESSIONAL MEMBERSHIP
EXPIRES: 6/2/2026

As of: 6/5/20

3 Click "My Purchases"

The screenshot shows the ARMA user profile page for 'T-Test T-User03'. The navigation menu at the top includes 'About Us', 'Membership', 'Partners', 'Events', 'Education', and 'Resources'. The user's name 'T-Test T-User03' is displayed prominently. Below the name, there are tabs for 'Overview', 'Account', 'Organizations', and 'My Purchases', with 'My Purchases' being the active tab and highlighted with an orange circle. The profile information includes a phone number '#53208408', an address '11880 College Blvd, Overland Park, Kansas 66210-2766, United States', and an email 'T-nate.d.hughes@olive.com'. A membership section shows 'T-INTERNATIONAL PROFESSIONAL MEMBERSHIP' with an expiration date of '6/2/2026' and a 'Renew' button. The page also indicates the user is a member since 6/3/2025.

4 Click "Recent Orders"

The screenshot shows the ARMA user profile page for 'T-Test T-User03'. The navigation menu at the top includes 'About Us', 'Membership', 'Partners', 'Events', 'Education', and 'Resources'. The user's name 'T-Test T-User03' is displayed prominently. Below the name, there are tabs for 'Overview', 'Account', 'Organizations', and 'My Purchases', with 'My Purchases' being the active tab. Under the 'My Purchases' tab, there is a sub-menu with 'Recent Orders' highlighted by an orange circle. The 'Recent Orders' section displays a table with 2 records. The first record is for 'T-International Professional Membership' with a total of \$1.00 and a balance of \$0.00, created on 6/3/2025 at 3:33 PM. The second record is for 'T-Creating a Modern, Compliant, and Easier to Execute Records Retention Schedu' with a total of \$0.00 and a balance of \$0.00, created on 3/4/2025 at 7:08 PM. The table also includes columns for 'Number', 'Main Item', 'Total', 'Balance', 'Created On', and 'PDF'.

Number	Main Item	Total	Balance	Created On	PDF
489200	T-International Professional Membership (6/3/2025 - 6/2/2026)	\$1.00	\$0.00	6/3/2025 3:33 PM	
217180	T-Creating a Modern, Compliant, and Easier to Execute Records Retention Schedu	\$0.00	\$0.00	3/4/2025 7:08 PM	

5 Find the Order for your last membership payment.

The screenshot shows a user profile page for 'T-Test T-User03'. The navigation menu includes Overview, Account, Organizations, and My Purchases. The 'My Purchases' tab is active, displaying a table of recent orders. The first order is circled in orange.

Number	Main Item	Total	Balance	Created On	PDF	View
489200	T-International Professional Membership (6/3/2025 - 6/2/2026)	\$1.00	\$0.00	6/3/2025 3:33 PM		
217180	T-Creating a Modern, Compliant, and Easier to Execute Records Retention Schedu	\$0.00	\$0.00	3/4/2025 7:08 PM		

6 Scroll to the bottom of the Order and click "Setup Auto Payment" button.

The screenshot shows the details of a 'T-International Professional Membership' order. The order amount is \$1.00. Below the order details is a 'Notes' section with a table. At the bottom right, there is a summary of totals and a 'Setup Auto Payment' button circled in orange.

Note Category	Note Title	Note	Follow Up Date	Created On	Created By	Edit
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Total: \$1.00
Payments: \$1.00
Balance: \$0.00

7

If you do not have a Stored Payment, you will need to add a payment method, and select SAVE at the bottom.

Expiration Date: *

06 2025

Zip/Postal Code: *

64063

Store securely in Authorize.Net ?

SAVE CLOSE

8

If you have a Stored Payment Option, this screen will appear to Setup Auto Payment. At the bottom make sure to select Save.

Setup Auto Payment

Existing Saved Payment Add New Payment

Saved Payment: *

TERMS AND CONDITIONS FOR STORAGE OF CREDIT CARD AND DEBIT CARD INFORMATION, INCLUDING THIRD-PARTY VALIDATION

General

By clicking Accept, you confirm you have read and agree to be bound by the re:Members Terms and Conditions and Privacy Policy. Please do not proceed if you do not agree.

Credit Card Storage

- You confirm you are authorizing re:Members to store a credit or debit card on behalf of the cardholder for ease of use when returning to make payments to your/their re:Members AMS account as a payment method.
- You represent and warrant that you are legally authorized to use the credit/debit account that you entered on the re:Members AMS site and authorize re:Members to store that information.
- This authorization will remain in effect until cancelled.

.... Expand

I have read and accept the Terms and Conditions.

9

To verify your account is set to Auto-Renew, under My Purchases > Auto Payments, there will be a transaction waiting to be scheduled.

The screenshot shows a user profile page for 'T-Test T-User03'. The left sidebar contains navigation options: Home, myARMA Resources and Benefits, ARMA Store, Committees, IGP Applications, My Account, Quick Pay, My Shopping Cart, and My Profile. The main content area has tabs for Overview, Account, Organizations, and My Purchases. Under 'My Purchases', there are sub-tabs for Active Auto Payments and Previous Auto Payments. The 'Active Auto Payments' tab shows a table with one record:

Order	Main Item
48920 0	T-International Professional Membership (6/3/2025 - 6/2/2026)