

How do I pay my association's affiliation fee?

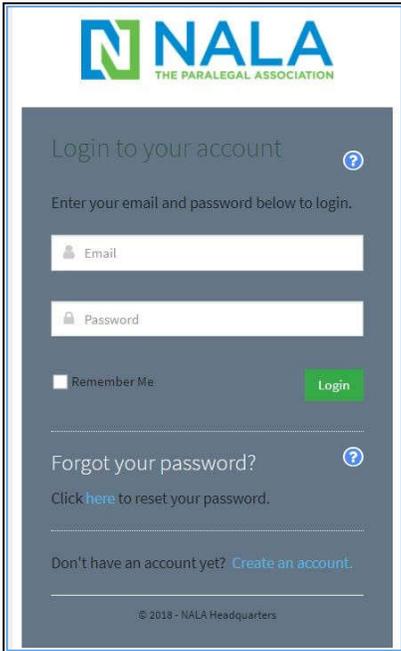
With NALA's new association management system, a new method is available for affiliated associations who wish to renew the annual affiliation fee online.

All NALA Liaisons have been assigned the role of Manager for their respective associations. In the event an association does not have a NALA Liaison, the President is assigned the Manager role. To pay the annual affiliation fee online:

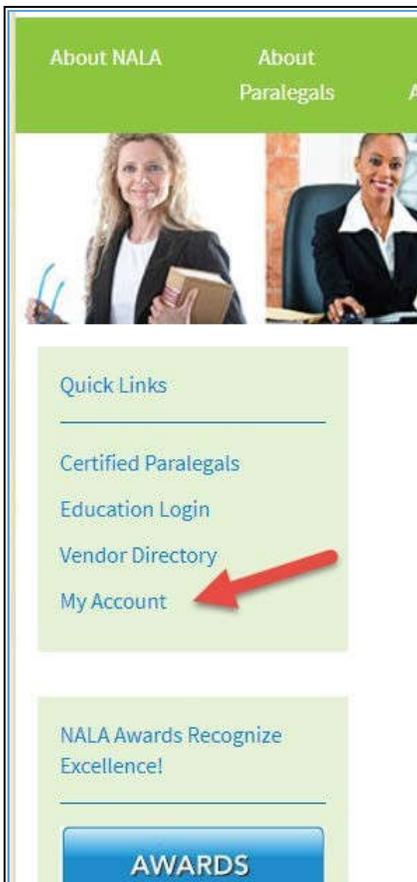
1. Log into your individual NALA account by clicking **Log In** at the top right side of NALA's website at <https://www.nala.org>.



2. Enter your email and password. If this is the first time you have logged into your account, Password1 is your temporary password. After you enter it, you will be required to change your password. Be sure to use your primary email account as your log in. If you do not yet have a profile, you can create one. You can also obtain a link to reset your password.



3. The NALA home page is then displayed. Click **My Account** on the left side of the window.



- On the **Organizations** tab, you can see affiliated association information on the right of the window.

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Organizations

1 [1 to 2 out of 2 records]

Name	Relationship	Manage
Paralegal Association of New City	< Paralegal Association of New City is Employer of Lucy	Manage
	> Lucy is Manager of Organization of Paralegal Association of New City	
Paralegal Association of New City	< Paralegal Association of New City is Volunteer of Lucy	Manage
	> Lucy is NALA Liaison of Paralegal Association of New City	

- Click **Manage**, then click **View** to the invoice for the annual affiliation fee

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Recent Orders

1 [1 to 2 out of 2 records]

[Recent Invoices](#)
[Recent Payments](#)
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Number	Main Item	Total	Balance	Created On	View
995390	Affiliate	\$250.00	\$250.00	7/31/2018 2:14 PM	View

- With the invoice displayed, click Pay to proceed to the checkout screen.



7666 E. 61st Street, Ste 315 Tulsa, OK 74133
 918.587.6828
 nalanet@nala.org

Order #995390

Date: 7/31/2018

Transaction Date: 8/1/2018

Invoice: 94510

Customer:

#218964
 Paralegal Association of New City

Billing:

Paralegal Association of New City 7666 E 61st St
 Tulsa, Oklahoma 74133-1143
 United States

Line Items

Item	Item Price	Charge Amount	Total	Purchase Profile
Affiliate Membership	\$250.00 (Active)	\$250.00	\$250.00	View

Total: \$250.00
 Payments: \$0.00
 Balance: \$250.00

[Setup Auto Payment](#)
[Print](#)
[Pay](#)
[Send Confirmation Email](#)

7. Enter the information on the screen and click Next. The following screen opens. Enter the information on the screen.

1 Customer 2 Open Order/Invoices 3 **Submit** 4 Confirmation

Lucy L. Learner

Order Summary

ITEMS	\$250.00
TOTAL	\$250.00

Billing Address [+ add new billing address](#)

17022 Park Ave Shiocton, Wisconsin 54170-0004 United States

Payment Options

Credit Card



Name on Card:

Card Number:

CVV Number:

Expiration Date:

Billing Zip/Postal Code:

Save this Credit Card? Stored securely in Authorize.net

Auto Pay?

Confirmation Email

Send confirmation email to:

Send a copy to:

Submit Payment ✓

8. Follow the prompts for payment information and submit the payment. Once you click **Submit Payment**, you will be provided an opportunity to review the payment and ensure the information is accurate. Once you click **Checkout** the **Order Summary** window opens.
9. Click the box to agree to the Terms and Conditions. Using your mouse, finger, or stylus (depending on the device you are using), sign your name in the box.
10. Enter your billing information and method of payment.
11. If you wish to have the affiliation auto-renewed and paid every year, click the box to do so. Please note if you choose this option, you will receive a notification prior to payment being applied.
12. If you would like to have your credit card stored securely on file for future purchases, click the box to do so.
13. Add an additional email address for the confirmation (optional) and click **Submit Your Order**.

Congratulations! You have successfully renewed your association's affiliation!

Please note:

- If you do not see the **Manage** button under **Organizations** when you log into your account, and you are the current NALA Liaison for your association, please contact NALA Headquarters and provide the current officers for your association so that we may update our records.
- If your association wishes to pay by check rather than pay online, please include a copy of the invoice with the association check and mail to NALA Headquarters at: 7666 E. 61st, Suite 315, Tulsa OK 74133.