



## Paying Your Membership Dues

**To complete the renewal process and pay your membership dues, you or another Company Administrator can follow these steps:**

- Login to your account [on our website](#).
  - *Login using your personal credentials (Your username is typically your full email address. You can use the Forgot Password link to reset your password. Please contact [info@publicgardens.org](mailto:info@publicgardens.org) if you have trouble logging in or are locked out of your account.)*
- Once you are logged into your account, you will be on your dashboard page. Scroll down and click "My Profile."
- You should see your organization's name under your name at the top left corner of the screen; click on your organization's name.
- Scroll down to the "Overview" tab and review your organization's Annual Operating Budget (AOB). If you need to update your AOB, click on the pencil icon. Make any necessary changes and then click the "Save" button.
- Click on the "Renew Now" tab. You will see your membership dues amount as determined by your AOB. Click "Add to Cart" and then click "Proceed to Checkout."
- If you have a credit with APGA, select "Bill to Organization" from the drop-down menu under Payment Details to view the credit. Click the green button to "Apply Credit."
- After applying any credits or promotional codes, you can enter your payment details and submit the order.
- **If you would prefer to pay by check**, select "Pay by Invoice" and then click "Submit Order."
- Click on your name in the top right of the page, and then click "My account" to go back to your profile page.

- Click on the name of your organization and then click on the Billing tab to view the invoice for your dues and any other unpaid invoices on your account.
- Click on the invoice number for your membership dues (the number is typically preceded by "Cash-") and then click on the Print tab. Select Export as PDF in the top right area of the Print tab to print a copy of the invoice. Mail the invoice and your check to the address on the invoice.
- If you have any questions, please reach out to [info@publicgardens.org](mailto:info@publicgardens.org)

**Thank you for renewing your membership!**