

## Renewing Your Individual Membership

If you have a Non-Affiliated Individual, Retired, Student, or Corporate Associate membership, please follow these steps to renew:

1. [Log in](#) to your account on the Association's website. Your username is typically your email address and you can click "Forgot Password?" if you need to reset your password.
2. Once you have logged in to your account, you will be on your dashboard page. Scroll down and click "My Profile" in the green box on the right-hand side of the page.
3. On your personal profile page, click the purple "Renew Now" button on the left-hand side, below your profile picture.
4. Click the "Add to Cart" button and then click "View Cart" to pay for your membership dues.

### **For online payment with a credit card:**

5. Select "Pay Now" under the Payment Details section of the shopping cart.
6. Enter your credit card information and click "Submit Order." If payment is successful, the order confirmation page will load.

### **For payment by check:**

5. Select "Pay by Invoice" and leave the "PO number" field blank. Click "Submit Order." The order confirmation page will load.
6. Click on your name at the top of the page and then click "My account" to return to your profile. Under the My Info tab, your open invoices are listed.
7. Click on the invoice for your membership dues to view the Invoice Summary and then click on the "Print" tab.
8. Open the "Export" drop-down menu and download a copy of the invoice as a PDF file.



**American  
Public Gardens  
Association**

PublicGardens.org

9. Print the invoice and mail it along with your check. Checks should be made out to American Public Gardens Association and mailed to:

**American Public Gardens Association**

**1207 Delaware Ave #350**

**Wilmington, DE, 19806**

10. We use a virtual mailbox system and it may take up to 30 days for us to receive your check. Once we receive the check, we will process your payment and close the invoice.

**Thank you for renewing your membership!**

**If you have any questions, please contact us at**

**[info@publicgardens.org](mailto:info@publicgardens.org).**

**we all grow™**

1207 Delaware Avenue, #350  
Wilmington, DE 19806

T 610.708.3010