

Renewing Your Institutional Membership

Anyone who is a Company Administrator for your organization can renew your membership by following these steps:

1. [Log in](#) to your individual 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, you will see the name of your organization on the left-hand side, below your job title. Click on your organization's name.
**Only Company Administrators can access the editable version of an organization's profile pages. Other staff members will be redirected to a read-only version of your organization's profile.*
4. Scroll down to the "Budget Verification" tab and review your organization's Annual Operating Budget (AOB). If you need to update your AOB, click on the pencil icon. After the desired updates are complete, click the "Save" button.
5. Click on the "Renew Now" tab. Your Annual Dues are displayed here. Click "Add to Cart" and then click "Proceed to Checkout" to continue, even if you do not plan to pay online.

For online payment with a credit card:

6. Select "Pay Now" under the Payment Details section of the shopping cart.
7. Select your organization's name from the "Bill to" drop-down menu. If your organization has any available credits, click the green "Apply Credit" button.
8. Finish entering your credit card information and click "Submit Order." The order confirmation page will load. You have successfully renewed your membership!



For payment by check:

6. Select "Pay by Invoice" under the Payment Details section of the shopping cart.
7. Select your organization's name from the "Bill to" drop-down menu. Leave the "PO number" field blank.
8. Click "Submit Order." The order confirmation page will load. Click your name at the top of the page and then click "My account" to return to your profile.
9. Click on your organization's name again, and then click on the Billing tab to view all open invoices.
10. Click on your renewal invoice and then select the "Print" tab. Open the "Export" drop down menu and download a copy of the invoice as a PDF file.
11. Print the invoice PDF 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

12. 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.**