

How to Renew Your Membership

Once your membership for the chapter has expired, there is a 60 day grace period where you can continue to access members only website content and pricing for events. After the 60 days grace period has expired you must reapply for membership as a NEW member and you will no longer be able to access members only content on the site or get members only pricing to events.

This document provides instructions on how to renew your local chapter membership for the IIBA Minneapolis St Paul Chapter. It's just 3 Easy Steps:

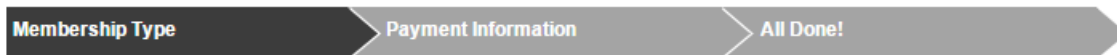


1. Renew IIBA International Membership

Visit the [IIBA International site at iiba.org](http://iiba.org). Click on membership to renew your IIBA International membership. Jot down your international membership number from the renewal screen or email. Please retain your receipt.

2. Purchase Local Chapter Membership

Visit ibamsp.org and click on the membership link or [click here](#) to visit the page directly. You will be prompted to login to the local chapter site. Click the "[Forgot Username/Password?](#)" link to reset your password. If you are attempting to renew your membership after the 60 grace period, you will not be able to login. Please follow the instructions for becoming a **new member**. Steps for renewing your local chapter membership:



Follow the online instructions for making payment. The IIBA International site and the local chapter site do NOT sync login ids and passwords. Please retain your receipt. An email confirmation and receipt will be sent to you upon successful payment. Your membership will be put in a **pending status** until international IIBA confirms your membership purchase.

3. Membership Approval

Your membership will remain in a **pending status** until international IIBA confirms your membership purchase. This process can take 30-45 business days to complete. While your membership is in a pending status you will NOT be able to login to access members only benefits. If you have questions about your membership status, please contact our [membership team](#).

When your international IIBA membership is confirmed, an email will be sent to welcome you as a new member. The email will contain instructions on logging into the site and resetting your password. Be sure to follow the instructions in the email on resetting your password by clicking the "[Forgot User ID / Password](#)" link on the login screen. The system will ask you for the email address you used to purchase your local chapter membership.

4. Update Your Membership Information

Once your membership is confirmed, we highly recommend logging and updating your contact information and email address. Click on the "[Member Login](#)" link at the very top of the page or click here to go directly to the [Member Login](#) page. Click "[Update Membership Information](#)" on the page or [click here](#) to go directly to the Update Membership Information page. On this page you are able to change your password, and update your contact information and email address – be sure to click the **save** button when you are done editing.

The chapter does NOT display a member directory. Your information is only used by membership and registration for event attendance and pricing. Your bio and picture are not displayed and are not required for membership.