

Group Renewals

1. You must be the Primary Group Member Contact for your company.
2. Go to [My Managed Organizations](#) to ensure that you have the correct members on your roster.
3. Click on Roster.

My Managed Organizations

1 [1 to 1 out of 1 records] ▼

Name	City	State/Province	Email	Roster
ABC Member Organization (ABC Member Organization)	Testony	Tennessee		Roster

1

4. You will see Group Members and then any other individuals related to the company below that. You are allowed to have related employees that are not also group members.
 - a. You can remove people from group members section by clicking remove. This will set the end date to their organization relationship.

Search for Group Members

Name: First Name Last Name

Records Added Between: And:

[Search](#) [Clear](#)

Click on any column header to sort the list based on that column.

Record Number	First Name	Last Name	Title	Email Address	Record Added On ▼	Actions
29970	Meredith	Halperin		mhalperin@smithbucklin.com	9/13/2022	Edit Remove
29966	Meghan	Bentz		mbentz@impexium.com	9/7/2022	Edit Remove
29977	Teston	Testor	Tester	testor@commpartners.com	9/7/2022	Edit Remove

- b. You can ADD group members by clicking the + Group Members button and completing the form. If the person is not in the system it will add them and link them to your organization as a group member.

ABC Member Organization

This page is for Primary Group Member contacts to be able to manage info@aprahome.org.

Group Members are the individuals that receive benefits from your Organization.

Employees are individuals that work at your organization but do not receive benefits from your Organization.

[+ Group Members](#)

5. Once your roster of group members is set, you can go to [your profile](#) and click to renew the organization membership. Note, your invoice will only count the group members NOT the additional employees.

The screenshot shows the profile page for Abby Hershey. The navigation bar includes Overview, Account, Organizations, Purchases, Requests, Tasks, and Documents. The main content area displays personal information such as ID #17670, organization name (ABC Member Organization), and contact details. A 'Membership' section is highlighted with a red box, showing 'GROUP MEMBERSHIP' with an expiration date of 12/31/2022 and a 'Renew >' button. Other status indicators include 'RECEIVES MEMBERSHIP BENEFITS' and 'NOT OPTED-IN TO SHOW IN MEMBER DIRECTORY'. The date 'As of: 9/7/2022' is shown at the bottom right.

6. Continue through the process purchasing for your organization



The screenshot displays a three-step purchasing process flow: 1. Membership, 2. Review, and 3. Submit. A progress bar shows the first step is complete. Below the flow, the text reads 'Purchasing for "ABC Member Organization (ABC Member Organization)"'. Two buttons are shown: an orange button for 'Purchase for Abby Hershey' and a green button for 'Purchase for ABC Member Organization (ABC Member Organization), Testony, TN'. The green button is highlighted with a red box and has a checkmark in the top right corner, indicating it is the current step.

7. Click to Review & Checkout

The screenshot shows a shopping cart item card for "Group Membership". At the top, there are two progress indicators: "1 Membership" (active) and "2 Review" (inactive). Below the indicators is a progress bar. The text "Purchasing for 'ABC Member Organization (ABC Member Organization)' by 'Abby Hershey'" is displayed. A dropdown menu shows "All Categories". The item card itself has a green header "Group Membership" and "Membership" below it. The price is "\$1,728⁰⁰". Below the price, it says "Renewing From: Group Membership. Not Renewing? [Click Here](#)". At the bottom of the card, there are two buttons: "Remove from Cart" and "Review & Checkout >". The "Review & Checkout >" button is highlighted with a red border.

8. Click to checkout

The screenshot shows the "My Shopping Cart" page. At the top, there are three progress indicators: "1 Membership" (inactive), "2 Review & Submit" (active), and "3 Confirmation" (inactive). Below the indicators is a progress bar. The text "Purchasing for 'ABC Member Organization (ABC Member Organization)' by 'Abby Hershey'" is displayed. Below that, it says "You can click or tap on each item to go back and make changes." There is a table with the following data:


Item	Quantity	Item Price	Item Total	Remove
 Group Membership Membership Effective Date: 1/1/2023 Expiration Date: 12/31/2023	1	\$1,728.00	\$1,728.00	

Below the table, there is a "Promo Code" section with a text input field and an "Apply" button. Below that, the "Subtotal" is "\$1,728.00". A note says "Subtotal does not include applicable taxes or shipping costs, if any." At the bottom right, there are two buttons: "Clear Cart" and "Checkout ✓". The "Checkout ✓" button is highlighted with a red border.

9. Finalize and enter payment to pay with a credit card or click Bill Me to pay by check. Then click to submit your order.

Payment Options

Credit Card Bill Me



Name on Card: *

Card Number: *

CVV Number: * [?](#)

Expiration Date: *

Billing Zip/Postal Code: *


Confirmation Email

Send a confirmation email to:

[← Previous](#) [Submit Your Order ✓](#)

Payment Options

Credit Card Bill Me



Confirmation Email

Send a confirmation email to:

[← Previous](#) [Submit Your Order ✓](#)