



How do I pay my institution's membership dues?

Note: Only a Key Contact for your institution can pay the annual institutional membership dues. Please make sure your Key Contacts are up to date to avoid a lapse in renewal.

- Please visit www.facrao.org and login on the upper right-hand corner. If you have not set up a password, simply leave the fields blank and select Login to reset your username and/or password.

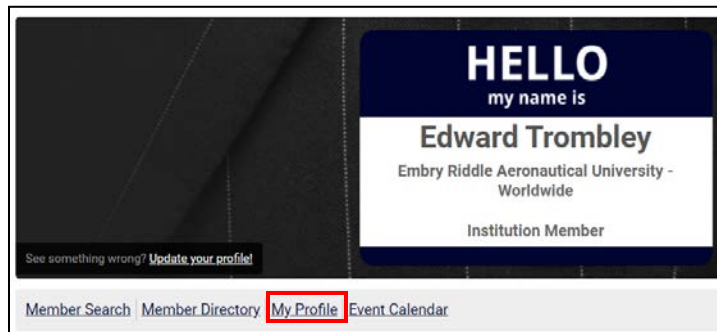
Username Password

Log In

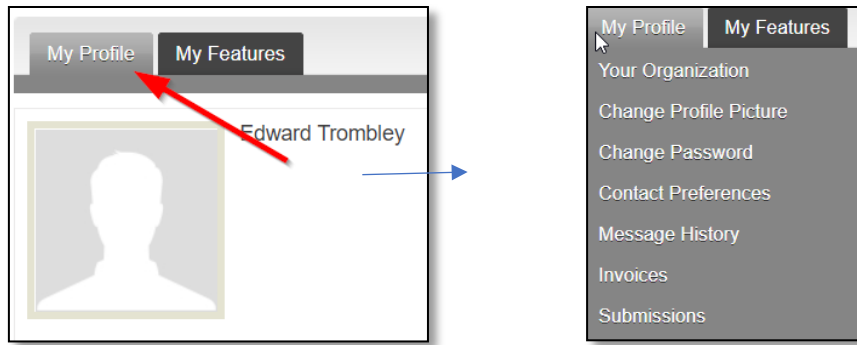
Your username and/or password was incorrectly entered. Please try again. X

[RETRIEVE USERNAME](#) | [RESET PASSWORD](#)

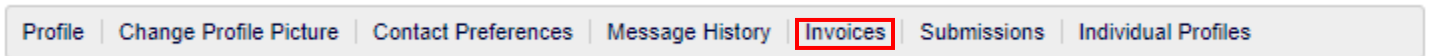
- Once you have logged in, you will see “Hello, My Name Is” nametag with your name and institution/organization. Below the nametag, there are four links: Member Search, Member Directory, My Profile, and Event Calendar.



- Click on **My Profile**.
- On the next screen, hover your mouse over the **My Profile** tab for a new menu.



- Click on **Your Organization** from this new menu.
- Another submenu will open for your organization.

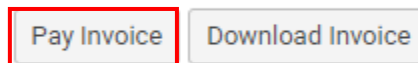


- Select **Invoices** to review and pay your invoice.
- To open an invoice, select the **ID** number for the invoice with an Open status and Balance due.

Invoices

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
71	Renewal	07/29/2020	07/31/2020	Open	\$250.00	\$0.00	\$250.00

- At the bottom of the invoice, there is a **Pay Invoice** button. The invoice may also be downloaded and saved as a PDF.



The preferred method of payment is online using a credit card; however, institutions may also submit payment via check or money order to the address on the invoice. Checks and money orders can be made out to **FACRAO**. When sending a check or money order, please include a copy of your invoice.

If you need any additional assistance or require any additional documentation prior to submitting payment, please contact the FACRAO Treasurer at treasurer@facrao.org.