

WBC Online Membership Renewal Instructions

1. Go to the WBC website www.wbcnet.org
2. On the homepage, click on the tab **About Us** and then **Membership Renewal**.
3. Click on **Renew Your Membership**.
4. Enter your **User ID** and **Password**

Only the primary and billing contacts are authorized to update your company record and membership roster online.

NOTE: If you don't know your username/password, you may already be in our database. Click on **Obtain Password**.

5. The Application/Renewal Page appears. Click on **Continue**
6. Your organization record page will appear:

Organization Staff Roster Page

Number of Additional Slots – indicates the number of additional representatives (slots)* if applicable. *Up to five additional representatives can be added to your company membership for only \$100. There is no limit to the number of additional representatives a company can add (i.e., \$100 up to five, \$200 up to ten, etc.).*

* Additional slot **does not** apply to small business and government/institution memberships, ONLY to company memberships (\$1,000).

Total Slots – Indicates the total number of members. *Example: 2 reps included with your company membership + 5 additional slots (reps).*

Total Dues Amount: – Indicates your company membership dues. *If your organization joined during the current fiscal year, your dues amount it will be pro-rated in the payment page.*

Member Contacts – Individuals listed in this section will appear in the member online directory as well as in the printed directory – *WBC Industry Index*.

Non-Member Contacts – Individuals listed in this section **WILL NOT** be listed in the printed and online directories. However, they will receive the member rate when registering for any WBC event. If you want these individuals to be listed in the directories, they must be added as additional representatives (slots).

Total Number of Staff – Indicates the total number of member and non-member staff.

Individual Edit Profile - You can edit the basic information such as nickname, primary and alternate email, username, password and title for any individuals listed.

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Continue – it will take to the next page (*instruction #7*)

Edit My Roster – it will let you update your membership roster (*please see instruction on page 3*)

7. Membership Renewal continues with a list of product/services, organization description and voluntary contribution to the WBC Foundation

Membership Renewal Page

Product/Services Categories - As a member, you are entitled to **fifteen (15) categories**. Please review these categories to determine which best describes your organization's products and/or services. These classifications will determine your organization's placement in the *Industry Index*, as well as in the online directory.

(Note: If more than 15 categories are selected, some will be removed)

Organization Description – Please provide a brief description of your organization.

WBC Foundation Voluntary Contribution – if you would like to contribute to the WBC Foundation, please enter amount here

* * *

SAVE/CONTINUE – Click to save and continue to the next page

8. Payment page will appear

Payment Page

Description/PriceQty/Total – It shows:

- How many blocks of 5 additional roster slots (if applicable).
- Your company member renewal fee.
- WBC Foundation Voluntary Contribution (if any).
- The total amount for your membership renewal

(If your organization joined during the current fiscal year, your pro-rated dues discount will show here.)

Payment Method - choose your payment method. If you choose **Credit Card** as your payment method, please fill out all necessary information fields (card number, expiration date, etc.) and click **Submit**.

If you choose payment by **Check**, simply click the **Submit** button to continue.

9. Thank you Page

Thank You Page

Please click on the link **Click Here** to print your invoice or use the invoice enclosed with your printed membership renewal materials.

If you selected payment by **check**, **please send a copy of the invoice with your payment to the WBC office.**

If you selected payment by **credit card**, please print a copy of the invoice for your records. Payment details will be listed on the invoice.

Note: The invoice originated from the website looks different from the one included with your renewal materials. You can use either one for payment processing.

HOW TO EDIT ROSTER DURING ONLINE MEMBERSHIP RENEWAL

If you are updating your organization roster, here are the instructions:

Edit Roster Page

Number of individuals allotted per Size Code: 2 -
Two representatives are included with your company membership dues.

Additional Member Slots Purchased: 5 – This indicates number of additional representatives (slots). Additional representatives are added in blocks of 5 at a cost \$ 100 (i.e., \$100 up to five, \$200 up to ten, etc.).

If you are **adding** or **removing** a member, please adjust the number of additional slots purchased by using the **+** **-** symbols.

Total Number of Slots – Indicates the number of representatives. If there are no open slots, it will show here [i.e. 7 (0 open)].

continue below

Manage Individuals – If you purchase additional member slots, you will need to add new individuals. Please click **Add New Individual**. A new page “Edit Your Record” will appear. Fill out the information requested and click on **Save/Finish**. “My Profile” page will appear. Please click on **Return To Renewal**. **Individuals added, will appear at the bottom of the Non-Member Contacts section.**

Click on **Remove From Organization** if you want to remove an individual. If any individual is removed from your organization roster in the Member Contacts section, a blank box will appear. You can drag any contact from the Non-Member Contacts section to the Member Contacts section.

You can reorder your contacts by selecting a name (i.e., clicking it with your left mouse button and holding it down) and dragging it to the position where you would like it to be, either in a slot on the Member Contacts or in the Non-Member contacts.

Note: Only individuals listed in Member Contacts section will appear in the member online directory as well as in the printed directory – *WBC Industry Index*

Please click on **Save Roster Changes** to return to your organization roster page. If your edits to roster are correct, please click on **Continue**. (please go to # 7 on page 2 to continue with instructions)