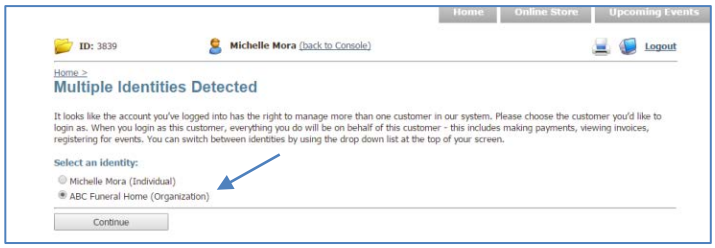
ONLINE MEMBERSHIP RENEWAL INSTRUCTIONS

The New York State Funeral Directors Association (NYSFDA) has transitioned to a new web portal which can be used to renew your NYSFDA membership. Please follow these steps to renew your membership online.

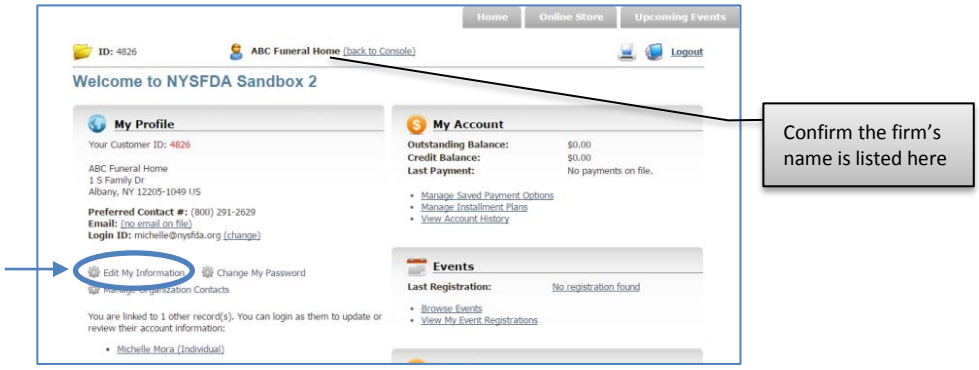
NYSFDA Portal Login

- Log into the NYSFDA portal using the primary contact person's email address as the login ID (https://customer250815cbb.portal.membersuite.com/Login.aspx **OR** www.nysfda.org and click on the My NYSFDA Portal button)
- There may be multiple identities detected, if so select the organization identity then click continue (if there are multiple organizations listed, select the parent firm)



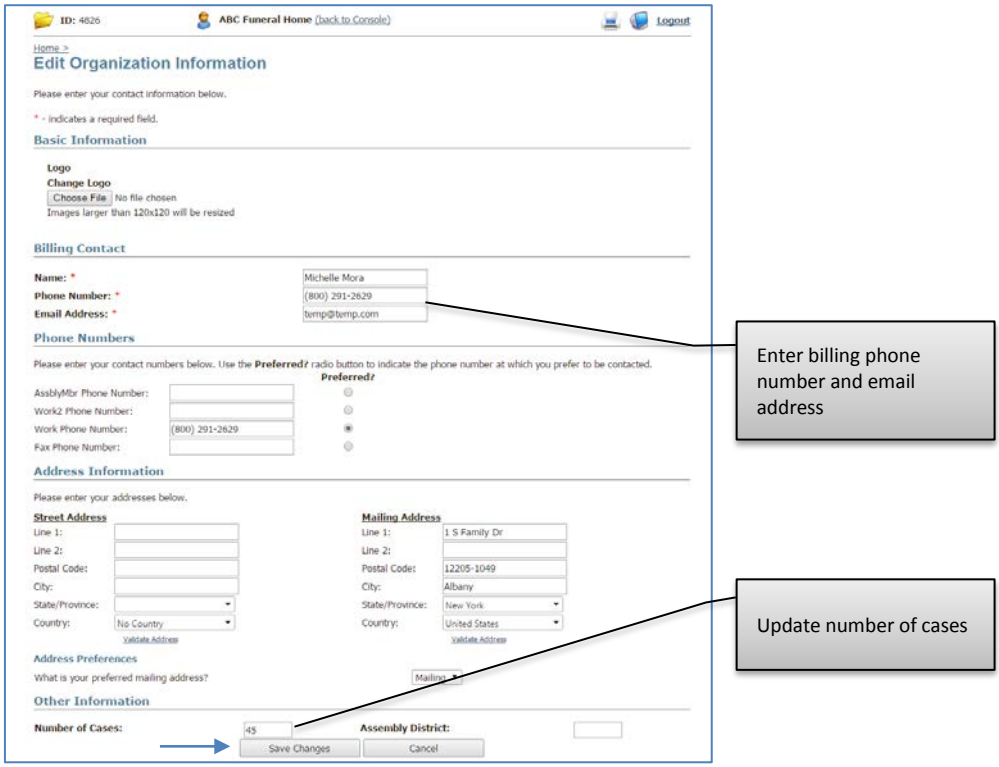
Update/Edit Firm Information

- Select "Edit My Information" to update the total number of cases performed by your firm(s) in 2016



Update/Edit Firm Information (continued)

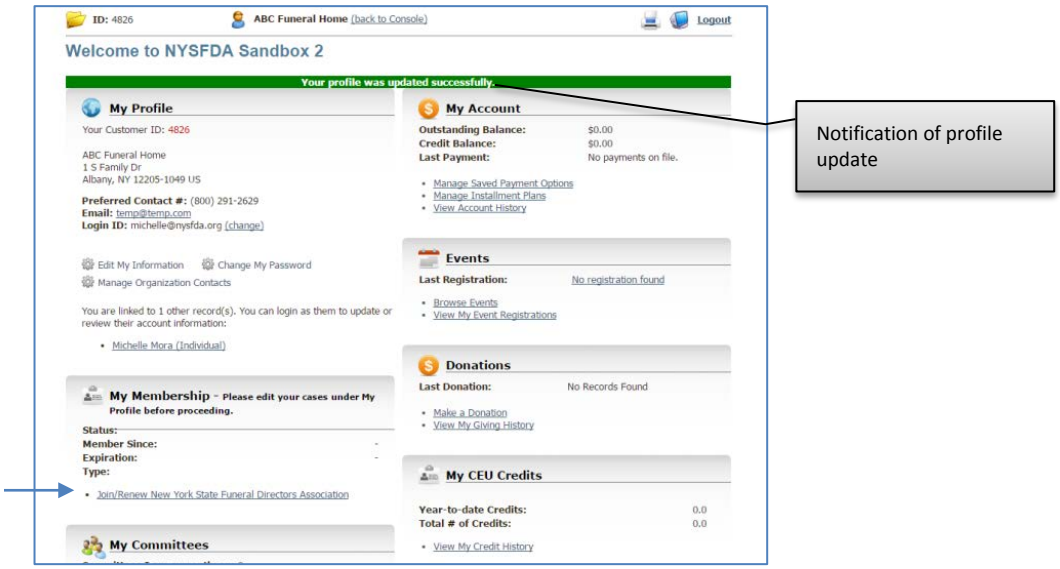
- Update billing contact information with phone number and email address
- Update the number of cases, then click "save changes" - for parent firms, enter the **total** number of cases for the parent and all child firms



- Once the changes have been saved, an email will be sent to the primary contact acknowledging the updated profile

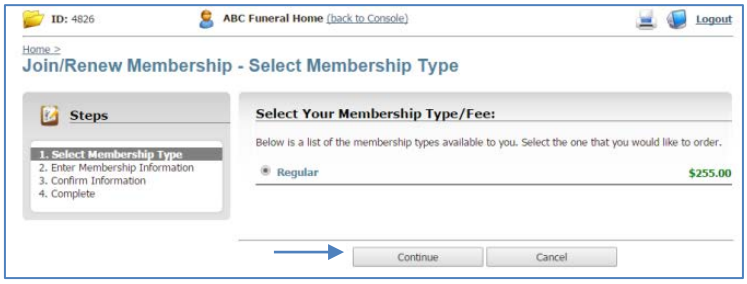
Renew Membership

- In the "My Membership" section, click "Join/Renew New York State Funeral Directors Association"

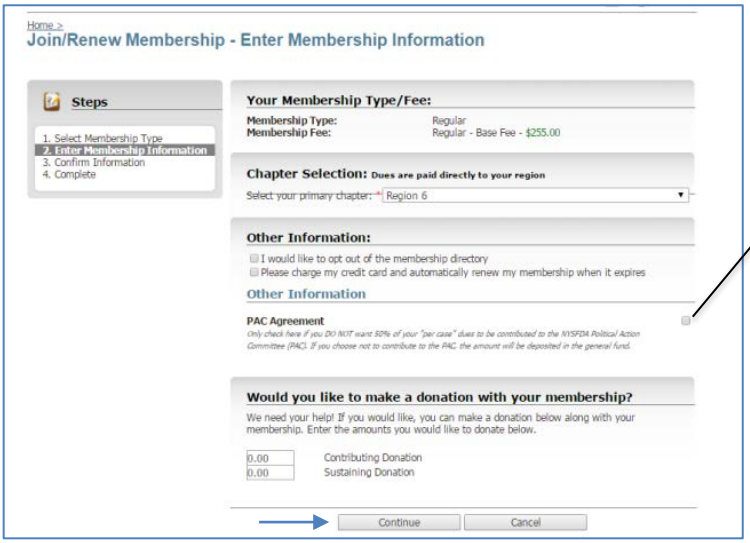


Renew Membership (continued)

- Click continue to select the regular membership base fee ($255)

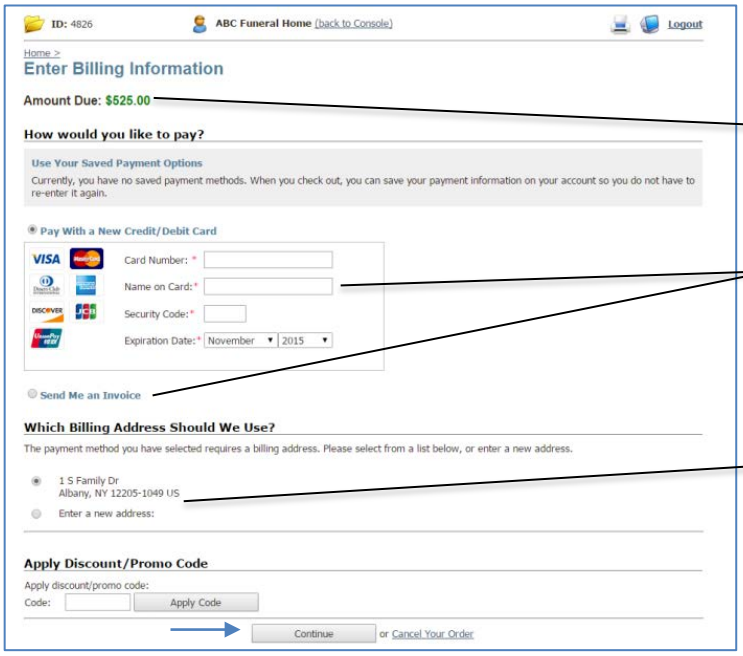


- Complete the information on the next page and click continue



Click here if you **DO NOT** want to contribute to PAC

- Enter Billing Information
  - Can either pay by credit card or request an invoice
  - After entering billing information, click continue



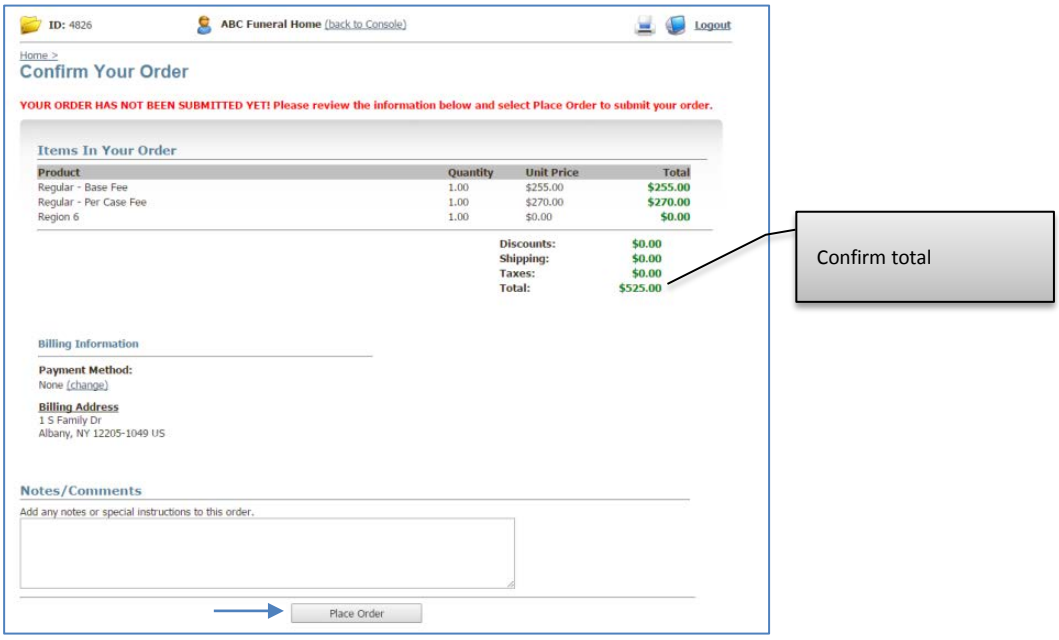
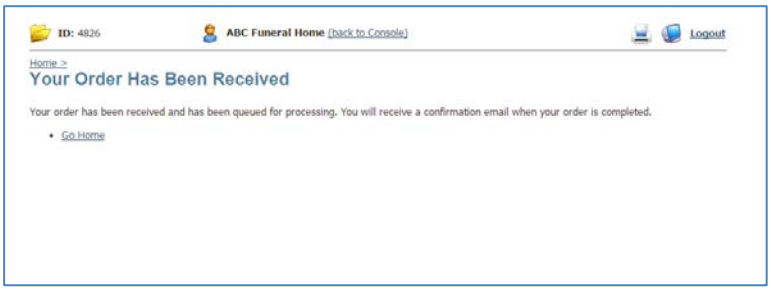
Dues amount based on base fee and number of cases

Enter credit card information or request an invoice

Select billing address

Renew Membership (continued)

- Confirm Order and click “Place Order”



- An order confirmation page will appear and an email will be sent to the primary contact