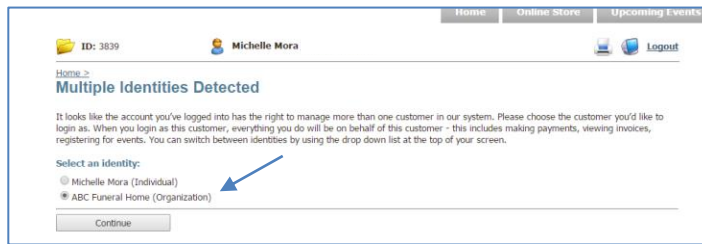


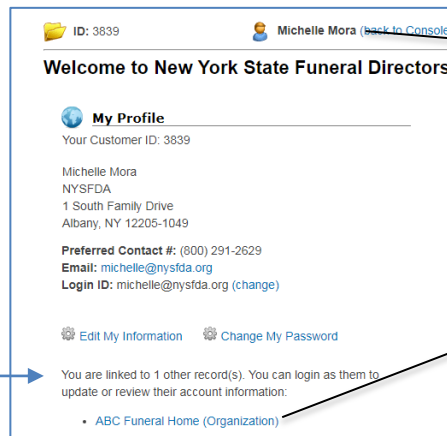
Please follow these steps to renew your NYSFDA membership online.

NYSFDA Portal Login

- Log into the NYSFDA portal using the primary contact person's login ID (usually an email address) (<http://my.nysfda.org/portal> OR www.nysfda.org and click on the red "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)



- If you have previously logged into your portal to register for an event or check your CEU history, then you will automatically be logged into your individual portal and will have to toggle to your funeral home's portal to renew your membership dues
 - Under the "My Profile" section, there is a sentence stating that you are linked to another record followed by one or more links
 - Click the link to access your funeral home's portal (if there is more than one firm, then click the primary firm)

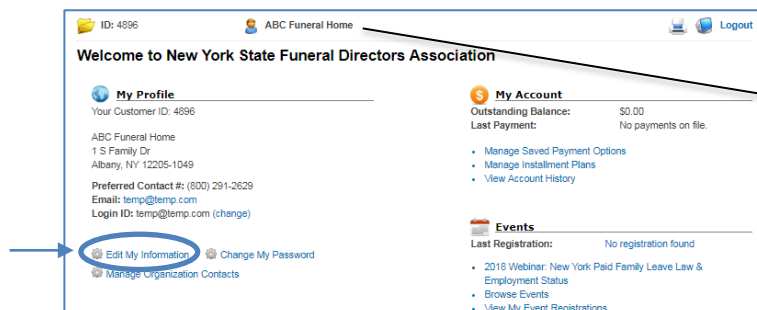


If your name appears here, then you must toggle to your funeral home's portal

Click the link to toggle to your funeral home's portal

Update/Edit Firm Information

- Select "Edit My Information" to update the total number of cases performed by your firm(s) in 2017



Confirm the firm's name is listed here

Update/Edit Firm Information (continued)

- Update billing contact information if applicable
- Update the number of cases, then click “Update” followed by “Save Changes”
- For parent firms with additional firms:
 - Enter the number of cases for the primary firm first then click “Update”
 - Enter the number of cases for the additional firm(s) then click “Update” for each firm
- Click “Save Changes” when finished

Update billing contact information if applicable

Update number of cases for primary firm then click “Update”

Update number of cases for additional firm(s) then click “Update”

- 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”

Notification of profile update

Renew Membership (continued)

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

ID: 4826 ABC Funeral Home Logout

Home >
Join/Renew Membership - Select Membership Type

Steps

1. Select Membership Type
2. Enter Membership Information
3. Confirm Information
4. Complete

Select Your Membership Type/Fee:

Below is a list of the membership types available to you. Select the one that you would like to order.

Regular \$255.00

Continue Cancel

- Complete the information on the next page and click continue

ID: 4896 ABC Funeral Home Logout

Home >
Join/Renew Membership - Enter Membership Information

Steps

1. Select Membership Type
2. Enter Membership Information
3. Confirm Information
4. Complete

Your Membership Type/Fee:

Membership Type: Regular
Membership Fee: Regular - Base Fee - \$255.00

NYSFDA Region (automatically selected based on zip code):

You are located in: Region 6

Membership Directory:

I would like to opt out of the online membership directory.

NYSFDA Code of Ethics

By checking the NYSFDA Code of Ethics Certification box below, I hereby certify that I am the authorized designee of the Member funeral home(s) named herein and that I have received a copy of the New York State Funeral Directors Association Code of Ethics. I further certify that I have read and understand the Code of Ethics, and that I and all other funeral directors employed by the Member agree to be bound by all of the terms and conditions contained in the Code of Ethics. I further understand that as a condition of continued membership in the New York State Funeral Directors Association the Member funeral home(s) must abide by all of the terms and conditions contained in the Code of Ethics. This certification is to be effective as of the effective date of the renewal of membership in the New York State Funeral Directors Association, or, if this is a new Member, as of the effective date of the initial membership in the New York State Funeral Directors Association.

NYSFDA Code of Ethics Certification
(Required for membership)

NYSFDA PAC (for Funeral Homes only)

NYSFDA dues are not deductible as a charitable contribution for income tax purposes. If you chose to contribute to PAC, a percentage of your membership dues can be used as a business expense. This percentage will be decided upon by the NYSFDA Board of Directors yearly and members will be notified of the percentage at renewal. If you do not chose to contribute to PAC, 55% of your membership dues can be used as a business expense.

Check the PAC Opt-Out box below if you **DO NOT** want a percentage of your "per case" dues to be contributed to the NYSFDA Political Action Committee (PAC). If you choose not contribute to the PAC, the amount will be deposited in the general fund.

PAC Opt-Out

Would you like to make a donation with your membership?

We need your help! If you would like, you can make a donation below along with your membership. Enter the amounts you would like to donate below.

0.00 Contributing Donation
0.00 Sustaining Donation

Continue Cancel

Click here if you **DO NOT** want to be included in the online membership directory

Click here for NYSFDA's Code of Ethics Certification

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

Renew Membership (continued)

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

The screenshot shows the 'Enter Billing Information' page. At the top, it displays 'ID: 4896' and 'ABC Funeral Home'. The main heading is 'Enter Billing Information'. Below this, it states 'Amount Due: \$585.00'. A section titled 'How would you like to pay?' offers 'Use Your Saved Payment Options' (noted as 'Currently, you have no saved payment methods...') and 'Pay With a New Credit/Debit Card'. The credit card section includes fields for 'Card Number', 'Name on Card', 'Security Code', and 'Expiration Date'. A 'Send Me an Invoice' option is also present. Below this is a section 'Which Billing Address Should We Use?' with a radio button selected for '1 S Family Dr, Albany, NY 12205-1049 US'. At the bottom, there is an 'Apply Discount/Promo Code' section with a 'Code' field and an 'Apply Code' button. A 'Continue' button is at the bottom right, with a 'Cancel Your Order' link next to it. Three callout boxes point to specific elements: 'Dues amount based on base fee and number of cases' points to the 'Amount Due' field; 'Enter credit card information or request an invoice' points to the credit card input fields; and 'Select billing address' points to the address selection radio buttons.

- Confirm Order and click "Place Order"

The screenshot shows the 'Confirm Your Order' page. It starts with 'ID: 4896' and 'ABC Funeral Home'. The heading is 'Confirm Your Order'. A red warning message reads: 'YOUR ORDER HAS NOT BEEN SUBMITTED YET! Please review the information below and select Place Order to submit your order.' Below this is a table titled 'Items In Your Order':

Product	Quantity	Unit Price	Total
Regular - Base Fee	1.00	\$255.00	\$255.00
Per Case Fee	1.00	\$330.00	\$330.00
Region 6	1.00	\$0.00	\$0.00
Discounts:			\$0.00
Shipping:			\$0.00
Taxes:			\$0.00
Total:			\$585.00

Below the table are sections for 'Billing Information', 'Payment Method' (set to 'None (change)'), and 'Billing Address'. There is also a 'Notes/Comments' section with a text area. A 'Place Order' button is at the bottom right. A callout box points to the 'Total' value of \$585.00 in the table, with the text 'Confirm total'.

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

The screenshot shows the 'Your Order Has Been Received' page. It displays 'ID: 4826' and 'ABC Funeral Home'. The heading is 'Your Order Has Been Received'. Below this, it states: 'Your order has been received and has been queued for processing. You will receive a confirmation email when your order is completed.' There is a 'Go Home' link at the bottom.