# ONLINE MEMBERSHIP RENEWAL INSTRUCTIONS

*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)
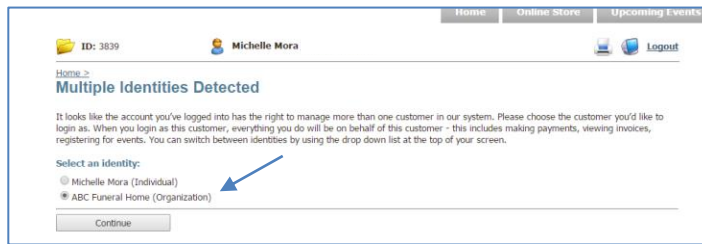


- If you have previously logged into your portal to register for an event or check your CEU history, then you will automatically be logged into your individual portal and will have to toggle to your funeral home's portal to renew your membership dues
  - Under the "My Profile" section, there is a sentence 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)
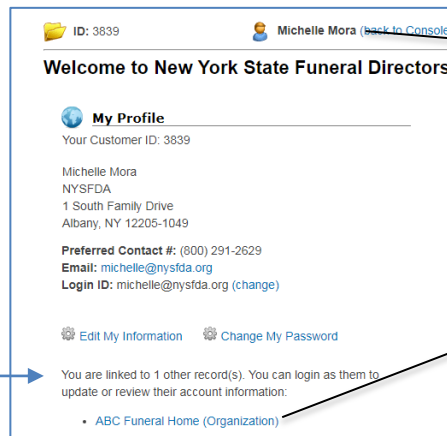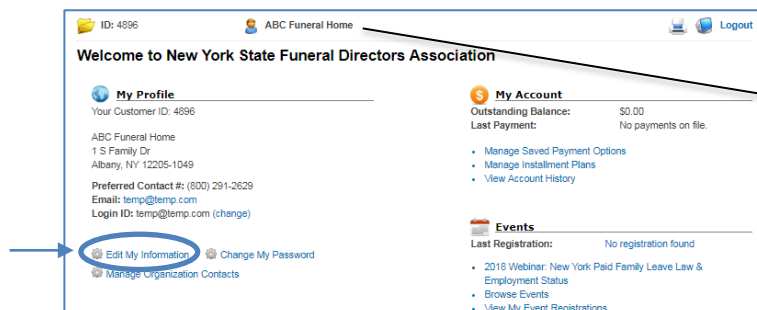


If your name appears here, then you must toggle to your funeral home's portal

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



- 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 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



Dues amount based on base fee and number of cases

Enter credit card information or request an invoice

Select billing address

- Confirm Order and click "Place Order"



Confirm total

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