On September 14, 2017 at NACAC Boston, our members cast a unanimous vote to increase our annual membership fee from $35 to $45. The increase in dues will help us to continue providing exceptional professional development programs for our members and we look forward to serving you!

Member dues cover a period of October 1 – September 30 each year. Membership is not prorated. Payment by credit card or check is accepted. Please mail checks within two weeks of renewing or joining to address at the bottom of this page.

TO RENEW NOW:

1. Click on **RENEW** here or go to the PCACAC website, www.pcacac.org, and click on "Renew" in the center bottom section under **Membership Information**.

2. Enter your username and password (your username is typically your email address). If you forgot your password, select "Forgot your password?" and the system will email it to you. If you do not know your username, please contact our Executive Office at info@pcacac.org, 434-989-7557.

3. Your profile will pre-populate. Make any necessary changes and press "Submit". **Changes made here will be updated in your member profile.**

4. If you are listed as the Primary member for your institution, you will be prompted to renew anyone who is linked to you. Select each member you would like to renew or leave it blank and press "Submit". Update their data as deemed appropriate.

   Note: If you don't know whether you are the Primary member or not, login from www.pcacac.org and click on the **Member Directory** tab at the top of our website**.** You may use the "Advanced Search" feature to search the directory by institution. Under each individual's name, the directory identifies Primary/Individual and Additional/Secondary members.

5. Next, choose payment type (enter credit card information if applicable) and press "Submit".

A confirmation of this transaction will be sent to you and may serve as an invoice or receipt.

TO ADD NEW MEMBERS:

1. Click on "**JOIN**" here or return to our website, www.pcacac.org and click on "**Join**" in the center bottom section under **Membership Information**.

2. Enter the new member's email address in the New User field.

3. Enter the new member's data. If you are submitting the application for another individual, do not insert any of your information as this is just for the new person. There will be an opportunity to enter your name and email to request a receipt.

   Please note: A username and password are automatically generated by the system. During the application process you will be able to overwrite that data with a preferred username and password. If you do not change the data provided, the username and password will be displayed after payment is made on the Confirmation Page. They will not be emailed to the address provided, so please be sure to write them down.

4. Next, choose payment type (enter credit card information if applicable) and press "Submit".

A confirmation of this transaction will be sent to the new member and, if provided, the contact listed at the bottom of the form. It serves as an invoice for payment by check or receipt for payment by credit card.

Thank you for being an active PCACAC member! Please take a few moments to share membership benefits with other colleagues in your office or forward this message to folks you know in other institutions and encourage them to JOIN PCACAC today! We also encourage you to take advantage of volunteer opportunities on one of our committees.