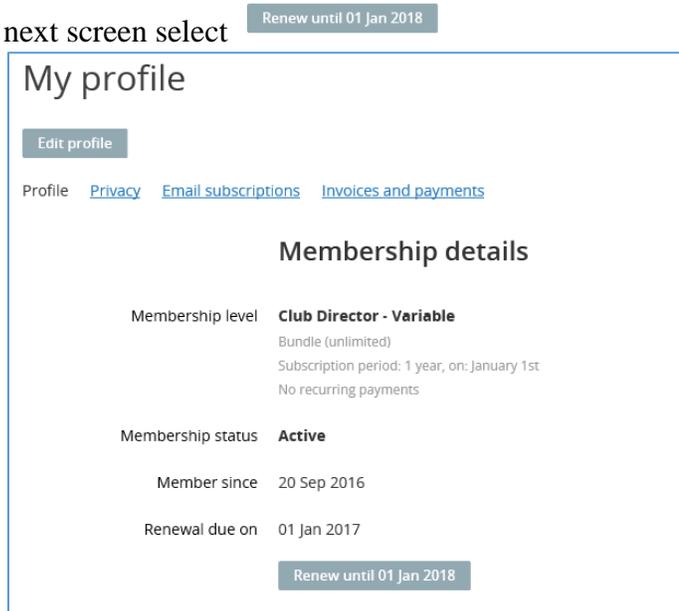


To renew your HCI Club Director membership:

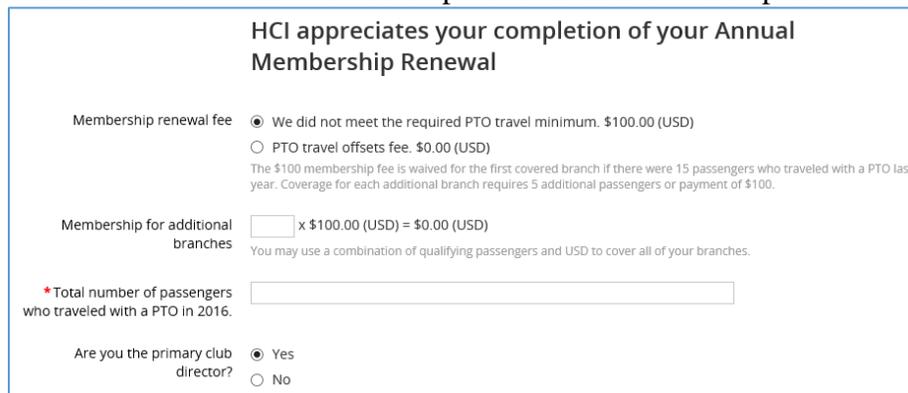
1. Begin by selecting [View profile](#) from the home page.



2. On the next screen select



3. Fill in or update any missing or incorrect data in your contact information.
4. Proceed to the Annual Membership Renewal section. Complete the form.



HCI appreciates your completion of your Annual Membership Renewal

Membership renewal fee We did not meet the required PTO travel minimum. \$100.00 (USD)
 PTO travel offsets fee. \$0.00 (USD)
The \$100 membership fee is waived for the first covered branch if there were 15 passengers who traveled with a PTO last year. Coverage for each additional branch requires 5 additional passengers or payment of \$100.

Membership for additional branches x \$100.00 (USD) = \$0.00 (USD)
You may use a combination of qualifying passengers and USD to cover all of your branches.

*Total number of passengers who traveled with a PTO in 2016.

Are you the primary club director? Yes
 No

5. Proceed to the 2016 Travel Report section. Complete the form.

**2016 Travel Report: Please report all 2016 travel below.
Include tours with PTOs & other operators**

Extended Trips (National or International Tours) usually 5+ days

Include Tour Company, Dates of travel, #Pax, Destination

Regional Tours (usually 2 to 5 days)

Include Tour Company, Dates of travel, #Pax, Destination

Total number of Day Trips

6. Proceed to the new 2016 Visited Locales Report section. Complete the form.

**2016 Visited Locales Report: Our partners want to know
when your group visited their area.**

US Tour Stops

- AL Greater Birmingham Convention & Visitors Bureau
- AR Bentonville Convention & Visitors Bureau
- AR Eureka Springs City Advertising & Promotion
- CA Red Hot Celebrations LLC
- FL Visit Jacksonville
- IA Albia Chamber of Commerce

WI Real Racine

WV Charleston Marriott Town Center

WV Charleston WV Convention & Visitors Bureau

Check all that apply.

US Overnight Stays

Provide the names of the Partners from the list above where your group stayed overnight. Indicate the number of nights.

US Meal Stops

- AL Greater Birmingham Convention & Visitors Bureau
- AR Bentonville Convention & Visitors Bureau
- AR Eureka Springs City Advertising & Promotion
- CA Red Hot Celebrations LLC
- FL Visit Jacksonville
- IA Albia Chamber of Commerce
- IA Council Bluffs Convention & Visitors Bureau

WV Charleston Marriott Town Center
 WV Charleston WV Convention & Visitors Bureau
 Check each Partner where your group had a meal.

Canada Tour Stops
 PE Tourism Prince Edward Island
 PQ Quebec City Tourism
 NB Tourism New Brunswick
 NS Province of Nova Scotia
 Check all that apply.

Canada Overnight Stays
 Provide the names of the Partners from the list above where your group stayed overnight. Indicate the number of nights.

Canada Meal Stops
 PE Tourism Prince Edward Island
 PQ Quebec City Tourism
 NB Tourism New Brunswick
 NS Province of Nova Scotia
 Check each option where your group stopped for a meal.

7. When you are satisfied with your answers, select

8. This Membership renewal screen will appear. The total amount will be \$0.00 if you had qualifying travel with a PTO.

Membership renewal

Review and confirm

Renewal until 01 Jan 2018
 Club Director - Free
 Bundle (unlimited)
 Subscription period: 1 year, on: January 1st
 No recurring payments

Current status Active

Extra costs \$100.00
Total amount \$100.00 (USD)

Payment instructions Checks payable to Heritage Clubs International, LLC. Make a copy of this form and send the original with payment to:
 Heritage Clubs International, LLC, P.O. Box 1866, Maple Grove, MN 55311

Your profile

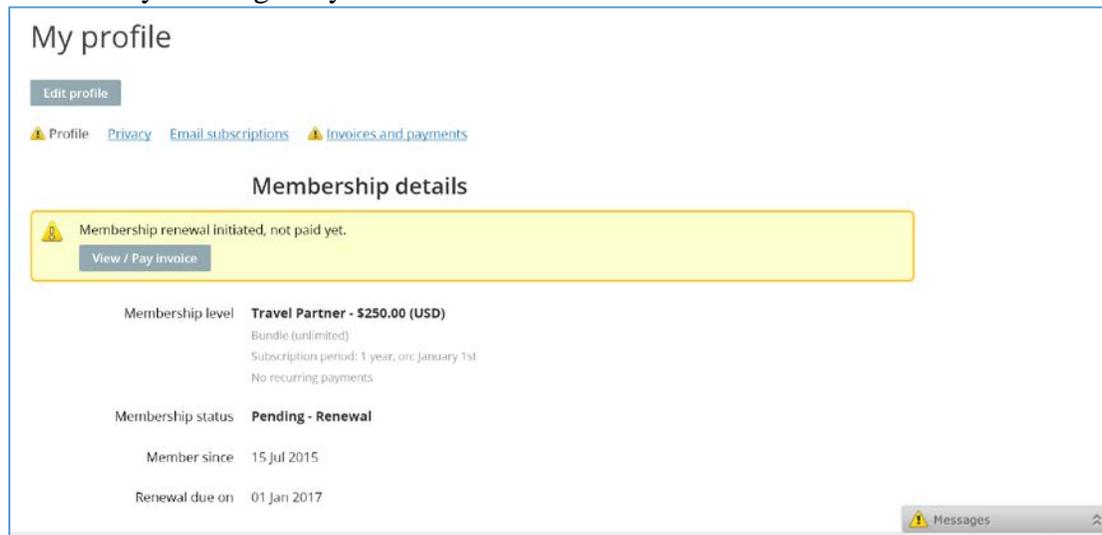
9. Choose one

Invoice me will generate two emails. One will be a notice that your membership renewal has been initiated but not yet paid. The second will be an invoice which you can pay online later or print and send with a check to HCI. Your membership will be pending until payment has been received. When payment the payment has been applied to your account you will receive a confirmation email letting you know that your membership renewal has been completed successfully.

Pay online will take you to PayPal so that you can make your payment electronically. You will receive a confirmation email when your membership renewal has been completed successfully.

10. This is the screen you will get if you choose

Invoice me



The screenshot shows a user profile page titled "My profile". At the top, there is an "Edit profile" button. Below it are links for "Profile", "Privacy", "Email subscriptions", and "Invoices and payments". The main section is titled "Membership details" and contains a yellow warning box with a triangle icon and the text "Membership renewal initiated, not paid yet." Below this box is a "View / Pay invoice" button. The membership details are listed as follows:

Membership level	Travel Partner - \$250.00 (USD)
	Bundle (unlimited)
	Subscription period: 1 year, on: January 1st
	No recurring payments
Membership status	Pending - Renewal
Member since	15 Jul 2015
Renewal due on	01 Jan 2017

At the bottom right of the page, there is a "Messages" button with a triangle icon.

11. You will receive an email confirming the initiation of your renewal. It may be a “Bundle” membership which is a setting that allows a single organization to have multiple members so the organization pays a single membership fee.

Dear Jackie Hilgert,

Your membership renewal at Heritage Clubs International until 01 Jan 2018 has been initiated but not paid yet.

To finalize the renewal process, log in at <https://nci.wildapricot.org/Sys/Profile> with your email jackie@heritageclubs.com and password and follow instructions on your profile.

Don't know your password? Reset it here <https://nci.wildapricot.org/Sys/ResetPasswordRequest>

12. You will receive a second email with your invoice. You can click on the link and pay it on-line or print it and mail it to HCI with your payment

INVOICE	
View invoice online	
Heritage Clubs International	
Invoice number: 00069 Issued: 22 Sep 2016	
Bill to: Jackie Hilgert jackie@heritageclubs.com HCI	
Item	Amount
Membership renewal. Level: Travel Partner. Renewing until 01 Jan 2018	\$250.00
Total: \$250.00 Balance Due: \$250.00	
Checks payable to Heritage Clubs International, LLC. Make a copy of this form and send the original with payment to: Heritage Clubs International, LLC, P.O. Box 1866, Maple Grove, MN 55311	
View invoice online	

13. You are done 😊

This is all brand new to us this year, so don't hesitate to contact me if you have any questions or concerns.

We appreciate the opportunity to serve you through your membership with HCI!