

To renew your Partner membership:

1. Log into your Profile from the site HCI site (www.heritageclubs.com)
Enter your email and Password – use the button if you don't know your password

Remember me [Forgot password](#)

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

Jackie Hilgert [View profile](#) [Change password](#) [Log out](#)

3. On the next screen select

My profile

[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#)

Membership details

Your membership has Lapsed

Membership level	Travel Partner - \$350.00 (USD) <i>Bundle (unlimited)</i> <i>Subscription period: 1 year, on: January 1st</i> <i>No recurring payments</i>
Membership status	Lapsed
Member since	15 Jul 2015
Renewal due on	01 Jan 2019

4. Fill in or update any missing or incorrect data

Bundle summary

Used so far 1

First name

Last name

Name of Bank

Organization

Official Title

Mailing Address

City

Cell

Fax

E-Mail

Web Site

Club Name

Group participation

*Heritage Partner Membership Statement [I have read and agree with the Heritage Partner Membership Statement.](#)

5. Click on the link to the Heritage Partner Membership Statement—it will open in a new window

* Heritage Partner Membership Statement [I have read and agree with the Heritage Partner Membership Statement.](#)

6. Return to the window with the form, check the box and then select

[Update and next](#)

Heritage Partner Membership Statement [I have read and agree with the Heritage Partner Membership Statement.](#)

[Cancel](#) [Update and next](#)

7. This screen will appear

Membership renewal

Review and confirm

Renew to 01 Jan 2019
Travel Partner - \$350.00 (USD)
Bundle (unlimited)
Subscription period: 1 year, on: January 1st
No recurring payments

Current status Lapsed

Total amount **\$350.00 (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

[Cancel](#) [Back](#) [Invoice me](#) [Pay online](#)

8. Choose one

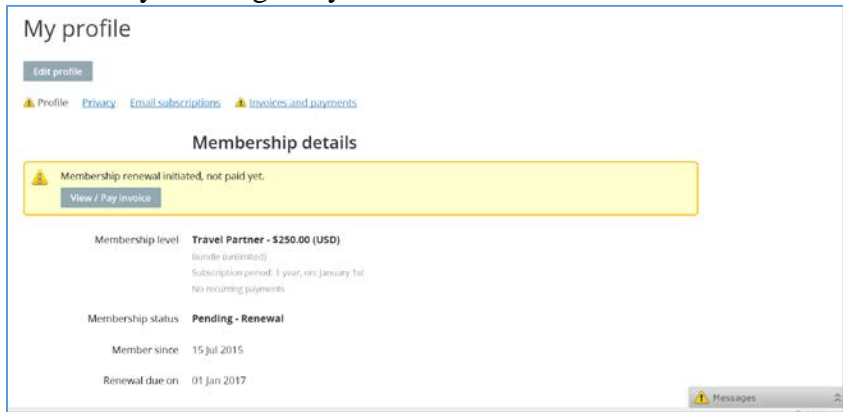
[Invoice me](#) [Pay online](#)

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.

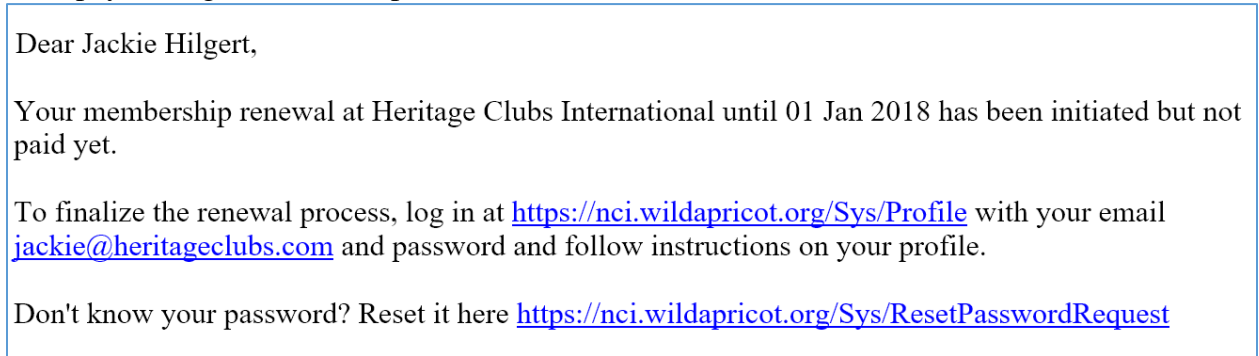
Pay online will take you to PayPal so that you can make your payment electronically. You will receive a confirmation email when your membership renewal has been completed successfully.

9. This is the screen you will get if you chose

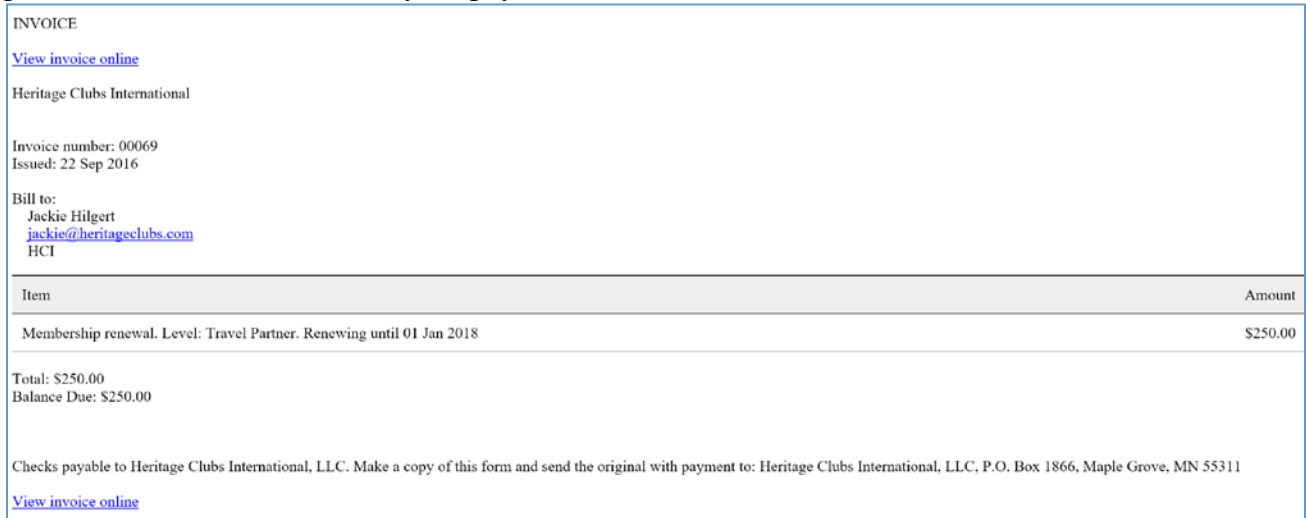
Invoice me



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



11. 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



12. 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!