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

Email	Password	Login
Remember me	Forgot password	

2. Begin by selecting <u>View profile</u> from the home page.

|--|

3. On the next screen select Edit profile

My profile			
Edit profile			
Profile Privacy	Email subscriptio	ns My event registrations Invoices and payments	
	м	embership details	
Your members	hip has Lapsed		
Your membersi Renew to Mem	hlp has Lapsed o 01 Jan 201 bership level Tra	19 Ivel Partner - 5350.00 (USD) odle (unimited)	
Your membersi Renew to Mem	hip has Lapsed b 01 Jan 201 bership level Tra Bu Su No No	9 vel Partner - \$350.00 (USD) ode (unimited) socyation period: 1 year, or: January Tst recurring payments peed	
Your membersi Renew to Membersi Membersi	hip has Lapsed b 01 Jan 20" bership level Trr Bu Su No ership status La tember since 15	9 wel Partner - \$350.00 (USD) odie (unlimited) bscription period. 1 year, on: January 1st. recurring payments psed Jul 2015	

4. Fill in or update any missing or incorrect data

 1 1	•	_
	Bundle summary	
Used so far	1	
First name	Jackie	
Last name	Hilgert	
Name of Bank		
Organization	HCI	
Official Title	Associate Managing Director	
Mailing Address		
City		
Cell		
Fax		
E-Mail	jackie@heritageclubs.com	
Web Site		
Club Name		
Group participation		
*Heritage Partner Membership Statement	Lhave read and agree with the Heritage Partner Membership Statement.	
Cancel	Update and next	

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



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



7. This screen will appear

Membership renewal

1	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
Са	ancel	Back Invoice me Pay online

8. 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 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

My profile		
Edit profile		
R Profile Privacy Email.subsc	ciptions 🔺 Invoices and payments	
	Membership details	
Membership renewal initia View / Pay Invoice	red, not paid yet.	
Membership level	Travel Partner - \$250.00 (USD) Bundle Burllinited) Subscription period. I your, on: January 1st No recorrect subarrects	
	the country of the second s	
Membership status	Pending - Renewal	
Membership status Member since	Pending - Renewal 15 jul 2015	

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.

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 <u>https://nci.wildapricot.org/Sys/Profile</u> with your email <u>jackie@heritageclubs.com</u> and password and follow instructions on your profile.

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

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

INVOICE	
View invoice online	
Heritage Clubs International	
Invoice number: 00069 Issued: 22 Sep 2016 Bill to: Jackie Hilgert jackie@heritageclubs.com HCI	
Item An	mount
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	

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!