

How to join or renew a MEPAV Associate Membership

This guide explains how to join or renew your MEPAV Associate Membership on the Virginia Municipal League's new website.

IMPORTANT – If you have not already created or logged into your VML online account:

After you have created your account:

- 1. Review the "How to create and login to a VML account" instructions prior to attempting to join/renew your MEPAV membership.
- 2. After you have created an account, send an email to <u>kjohnson@vml.org</u> with the subject line "MEPAV Membership – Organization POC".
- 3. You will receive a response ASAP letting you know that your account has been confirmed. This will make it possible for you to purchase a MEPAV membership and to assign memberships to others in your organization.

Cost

The cost for a MEPAV Associate Membership subscription is \$250. This comes with one membership which the purchaser may assign to themself. Additional memberships are \$50 each.

Instructions

Step 1 – Login to your VML account using the "Login" link in the upper left corner of the VML website.





Step 2 – Click on "Dashboard" in the upper right corner of the website.



Step 3 – Click on "Affiliate Dues" on the menu.

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## Events	P.O. Box 12164 Richmond, VA 23241 vml@vml.org				





Step 4 – On the Manage Affiliate Dues page, click on "Purchase Affiliate Dues".

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Affilia	ate Dues	
Members	hip > Member Dashboard > Affiliate Dues	
	Manage Affiliate Dues	
	On this page you can view your current existing affiliate dues, give out affiliate membership to users within your organization (if you have agency dues), and purchase/renew affiliate dues. If you need to manage your Affiliate Dues, simply locate the card associated with your membership and click on the corresponding action link: Pay Invoice or Manage Recipients.	
	My Affiliate Dues	
	The operation timed out No Affiliate Dues You have no current affiliate dues on your account.	
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Step 5 – On the **Purchase Affiliate Dues** page, click on the blue box for "Municipal Electric Power Association of Virginia (MEPAV)."

Note – If you receive a message "**No subscriptions are currently being offered**" please send an email to <u>kjohnson@vml.org</u> and indicate that you would like to be able to purchase a MEPAV membership. After your account is confirmed, you will be able to proceed.

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Purchase Affiliate Dues	
Purchase Affiliate Dues	
On this page, you are able to purchase affiliate dues for VLGMA, VBCOA, and MEPAV.	
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Please select the affiliate you would like to purchase dues for:	
VIRGINIA LOCAL GOVERNMENT MANAGEMENT ASSOCIATION (VLGMA)	
VIRGINIA BUILDING & CODE OFFICIALS ASSOCIATION (VBCOA)	
MUNICIPAL ELECTRIC POWER ASSOCIATION OF VIRGINIA (MEPAV)	



Step 6 – Check the box next to "MEPAV – Associate Membership (includes 1 person)" and then click "Add to Cart".

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MEPAV - Associate Membership (Includes 1 Person)					IPLATE
*Comes with 1 membership(s) to give to people in your organization (including yourself)! *Every additional slot costs \$50.00.	\$250.00				
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Step 7 – Click "Check Out".

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Step 8

On the **Complete Order** page, you can choose to pay by credit card, ACH, or to be billed for payment by check or credit card/ACH. After you have selected your payment option and entered any necessary information, select "Complete Order."

	Complete Or	der		
Payment	Billing			
			Order Det	ails
Payment Options			Robert's Cart Items	~
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Accepted Card Types				
Card Number *			Cart Total Taxes Shipping & Handling	\$250.00 \$0.00 \$0.00
Expiration Date * Expiration Year *	ccv •	0	Final Total	\$250.00
·				ROER
Save payment method for future use				
	CON			
Terms and Continuous By submitting this form you are authorizing your	r credit card to be charged for the indic	ated		

Order Confirmed

Step 9

On the **Order Confirmed** page you will see your invoice with a summary of your purchase and payment instructions (if you selected "Bill Me" as your payment option). Click on the "Return to Member Dashboard" button.

	Invoice #9203	Rober	t B. Bullington (#2865)	
Balance due 8250.00 Due date 11/28/2028		Billing Address Robert Bullington Vingina Municipal Lague (VML) RD. Box 12164 Richmon, VA 23241 United Status	Shipping Ad Robert Bullin P(0, Bax 12) Richmond, V United State:	dress ligton 64 A 23241 s
Payment Method				
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Step 10 – On your Dashboard, click on "Affiliate Dues".

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	P.O. Box 12164					
Events	Richmond, VA 23241					
	vml@vml.org					

Step 11 – On the Manage Affiliate Dues page, select "Manage Recipients".

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My Affiliate	Manage Recipients.				On this page you can view your current existing affiliate dues, give out affiliate membership to users within your organization (if you have agency dues), and purchase/renew affiliate dues. If you need to manage your Affiliate Dues, simply locate the card associated with your membership and click on the corresponding action link: Pay Invoice or							
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1	End Date 1/1/2024											
1	Invoice # 9203											
Bala	lance Due \$250.00											
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Step 12 – On the **Manage Recipients** page, select the "Available" tab to display people in your organization. Use the "Add" function below the person's name to assign the membership to the correct person. Use the "Add New Employee" button at the bottom to create a profile for someone in your organization not listed.





How to purchase additional memberships (\$50 each)

Step 1 – After you have completed the above Instructions, the "Assigned" tab will show the person to whom you have assigned the membership.

1 Total	1 Used	O Remaining
Assigned		Available
Search		
ACTIVE Bullington, Robert Member #2865 Remove		
	← RETURN TO AFF	ILIATE DUES RETURN TO MEMBER DASHBOARD

Step 2 – Click on the "Available" tab to display the other people in your organization.

1 Total		1 Used	O Remaining	
Search	Assigned		Available	
Timbreza, Manuel	Areson, Janet	Bulova, Josette	Flores, Joe	
Member #10004 Add	Member #10053	Member #10125 Add	Member #10246 Add	



Step 3 – Click "Add" below the name of the next person for whom you want to purchase a membership. The first person you select will cause an "Additional Fee Required" message to appear. Click continue if you want to proceed to add memberships at \$50 each.

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0	To manage your recipients, simp recipients simultaneously, hold d	Please note that this subscription plan in Adding extra recipients will incur an addi and add this recipient?	cludes a limited number of recipients. tional fee. Would you like to proceed	ividually. For adding or removing multiple for you to perform the desired action.
	1 Total		CANCEL CONTINUE	O Remaining
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Step 4 – You will be returned to the "Assigned" tab where you will see that the person you selected is now "Pending". Use the Pay Invoice button to finalize that registration or click on the "Available" tab to select an additional person. Repeat this process until you have assigned all the memberships. **Note** – The Pending memberships will not become Active until the invoice is paid.

To manage you recipients simu	To manage your recipients, simply utilize the corresponding action link located on their card to add or remove them individually. For adding or removing multiple recipients simultaneously, hold down the CTRL key while selecting multiple recipients, and an action button will appear for you to perform the desired action.			
You have pending users! In order for the pending users to become active, you must pay the balance due on the associated invoice.				
1 Total		2 Used	O Remaining	
Assigned Available			Available	
Search		ING		
Member #2865	Member #10004			