

# 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:

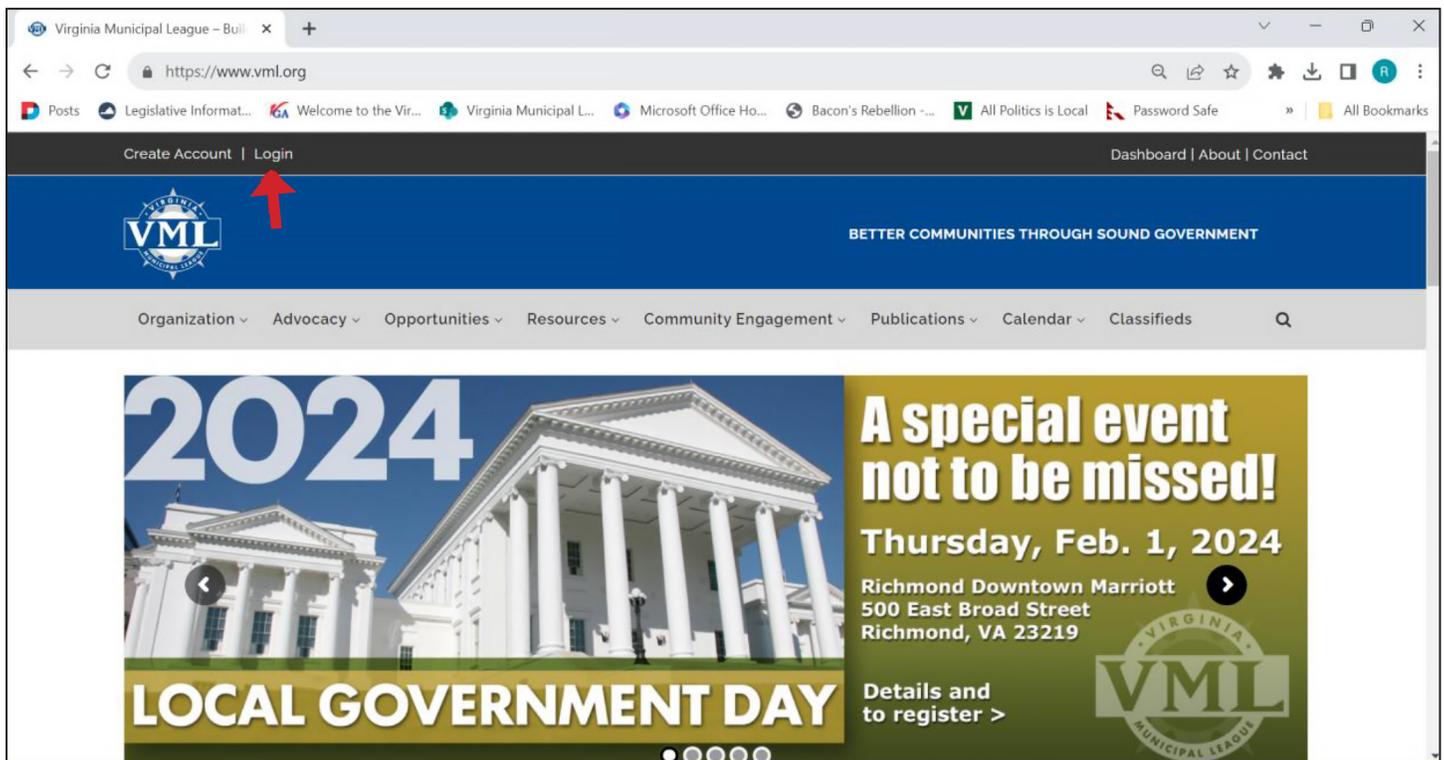
1. Review the "[How to create and login to a VML account](#)" instructions prior to attempting to join/renew your MEPAV membership.
2. After you have created an account, send an email to [kjohnson@vml.org](mailto:kjohnson@vml.org) with the subject line "MEPAV Membership – Organization POC".
3. You will 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 themselves. Additional memberships are \$50 each.

## Instructions

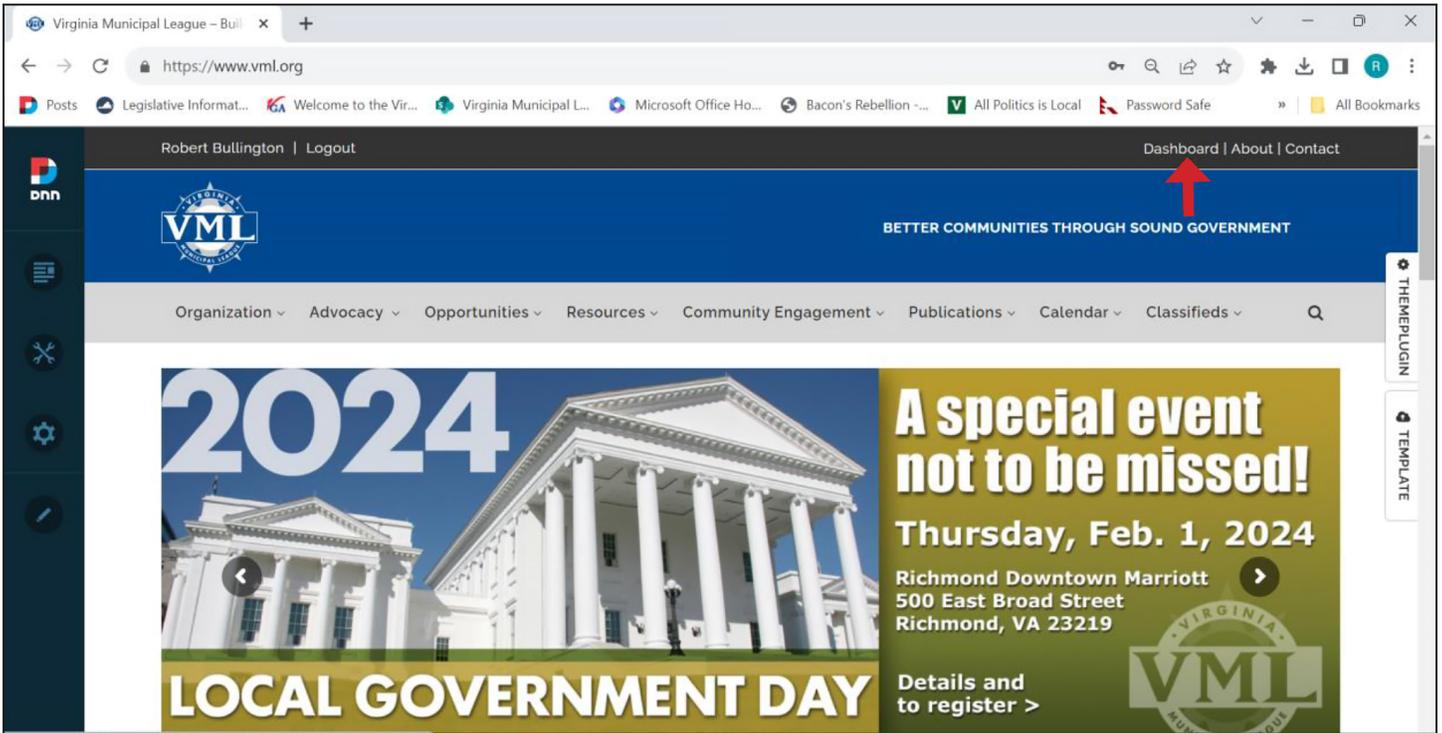
**Step 1** – Login to your VML account using the "Login" link in the upper left corner of the VML website.



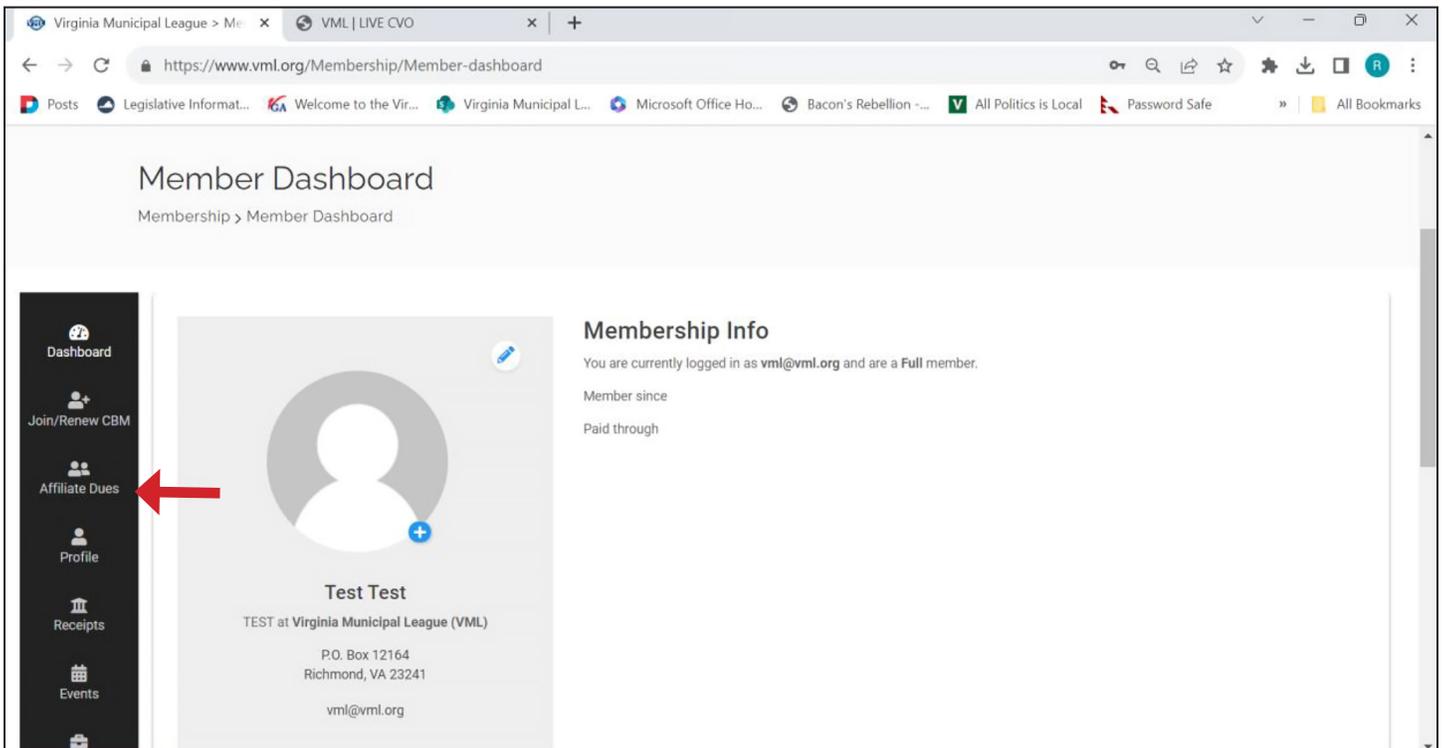
The screenshot shows the VML website homepage. The browser address bar displays "https://www.vml.org". The navigation menu includes "Create Account" and "Login", with a red arrow pointing to the "Login" link. The main content area features a banner for "2024 LOCAL GOVERNMENT DAY" with a photo of a classical building and text: "A special event not to be missed! Thursday, Feb. 1, 2024. Richmond Downtown Marriott, 500 East Broad Street, Richmond, VA 23219. Details and to register >". The VML logo is visible in the bottom right corner of the banner.



**Step 2** – Click on “Dashboard” in the upper right corner of the website.

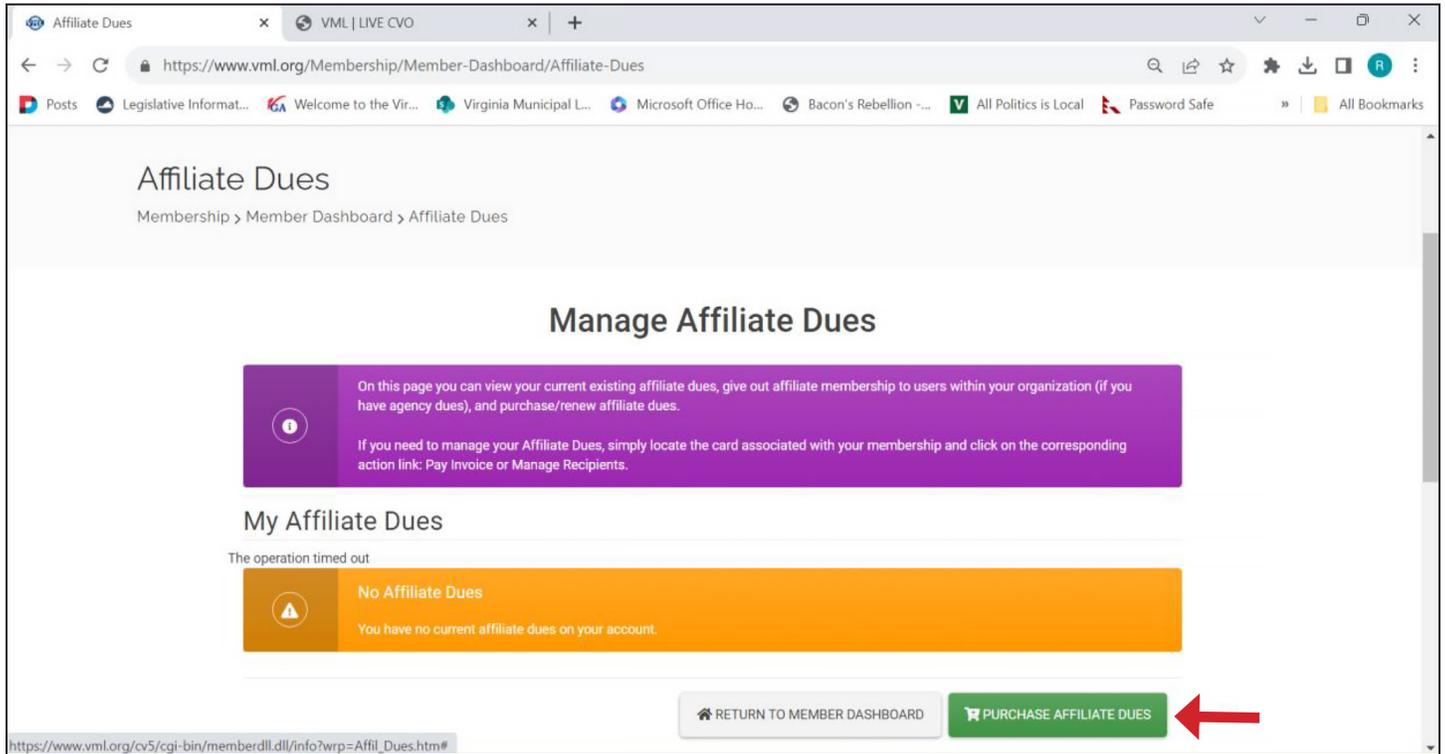


**Step 3** – Click on “Affiliate Dues” on the menu.



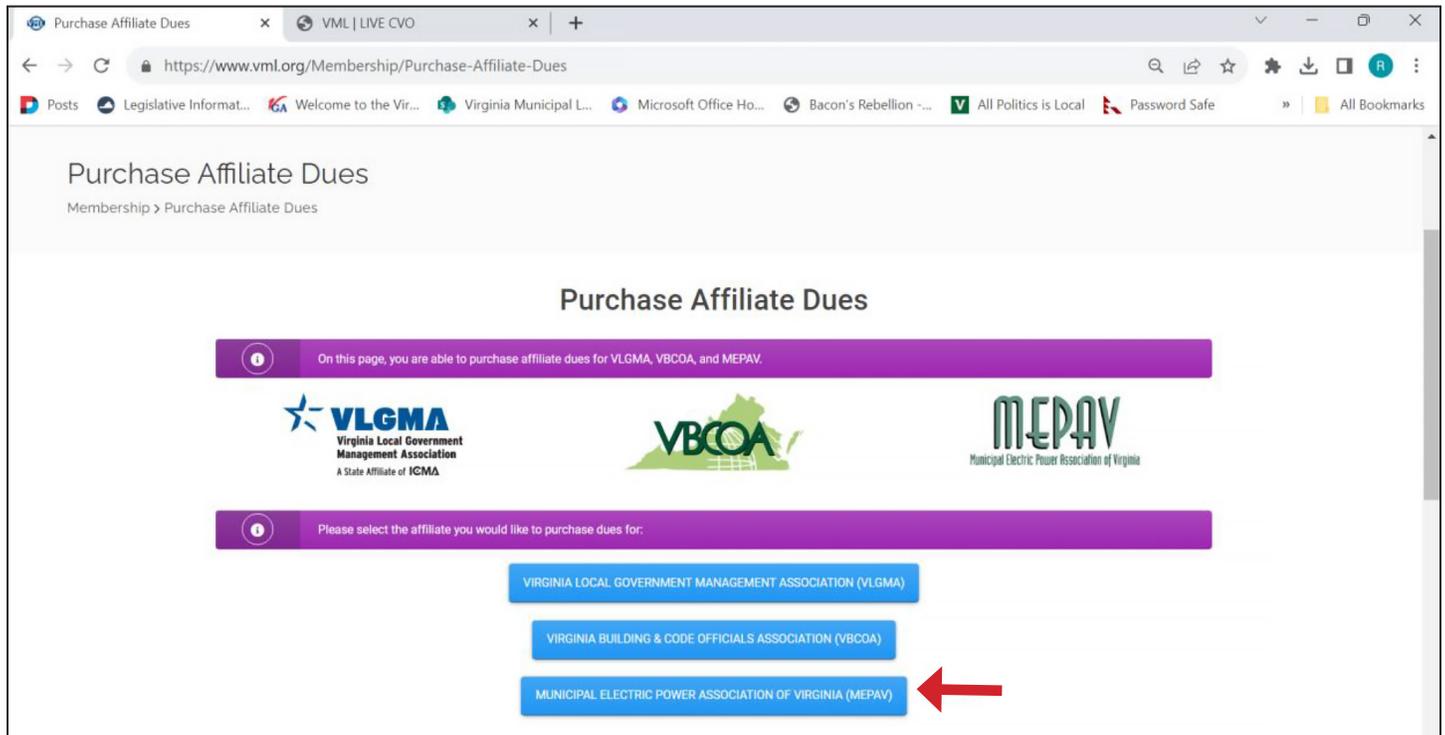


**Step 4** – On the **Manage Affiliate Dues** page, click on “Purchase Affiliate Dues”.

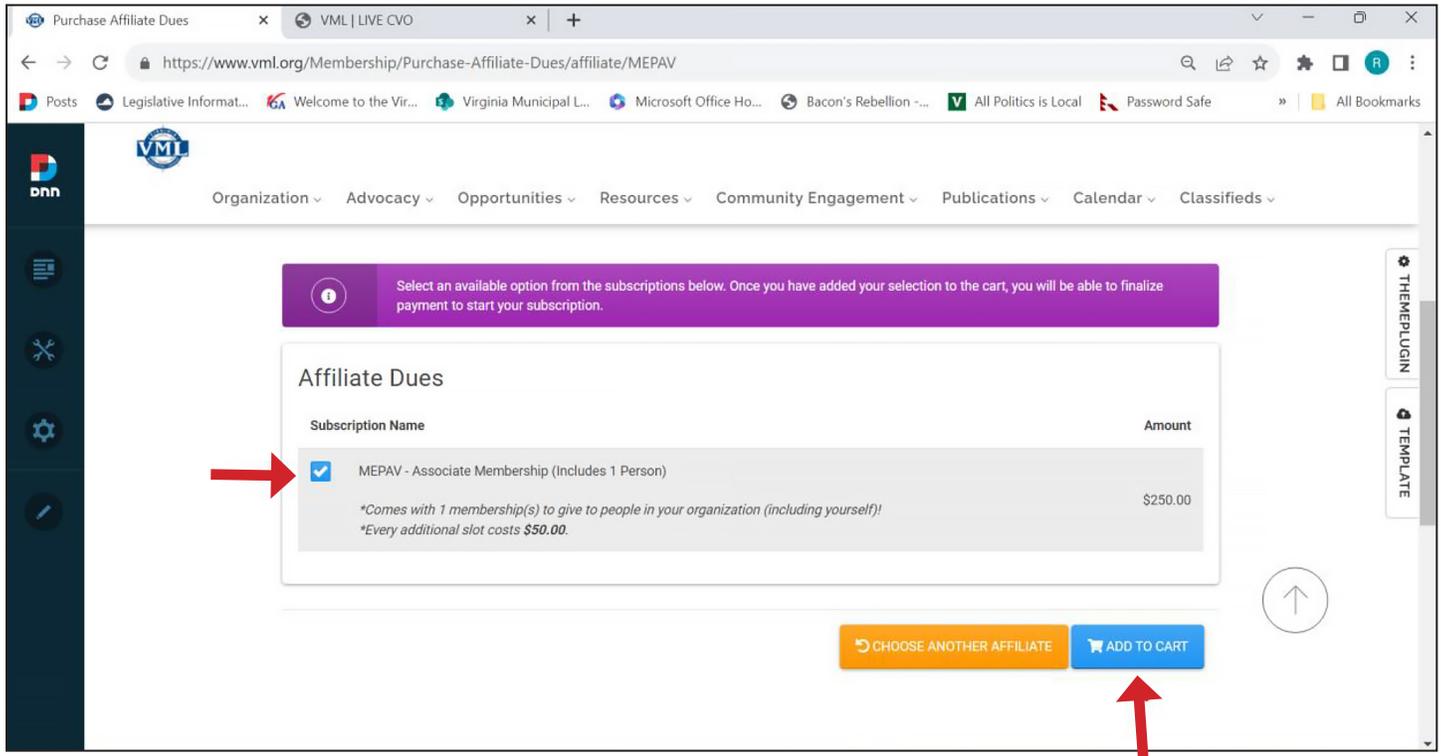


**Step 5** – On the **Purchase Affiliate Dues** page, click on the blue box for “Municipal Electric Power Association of Virginia (MEPAV).”

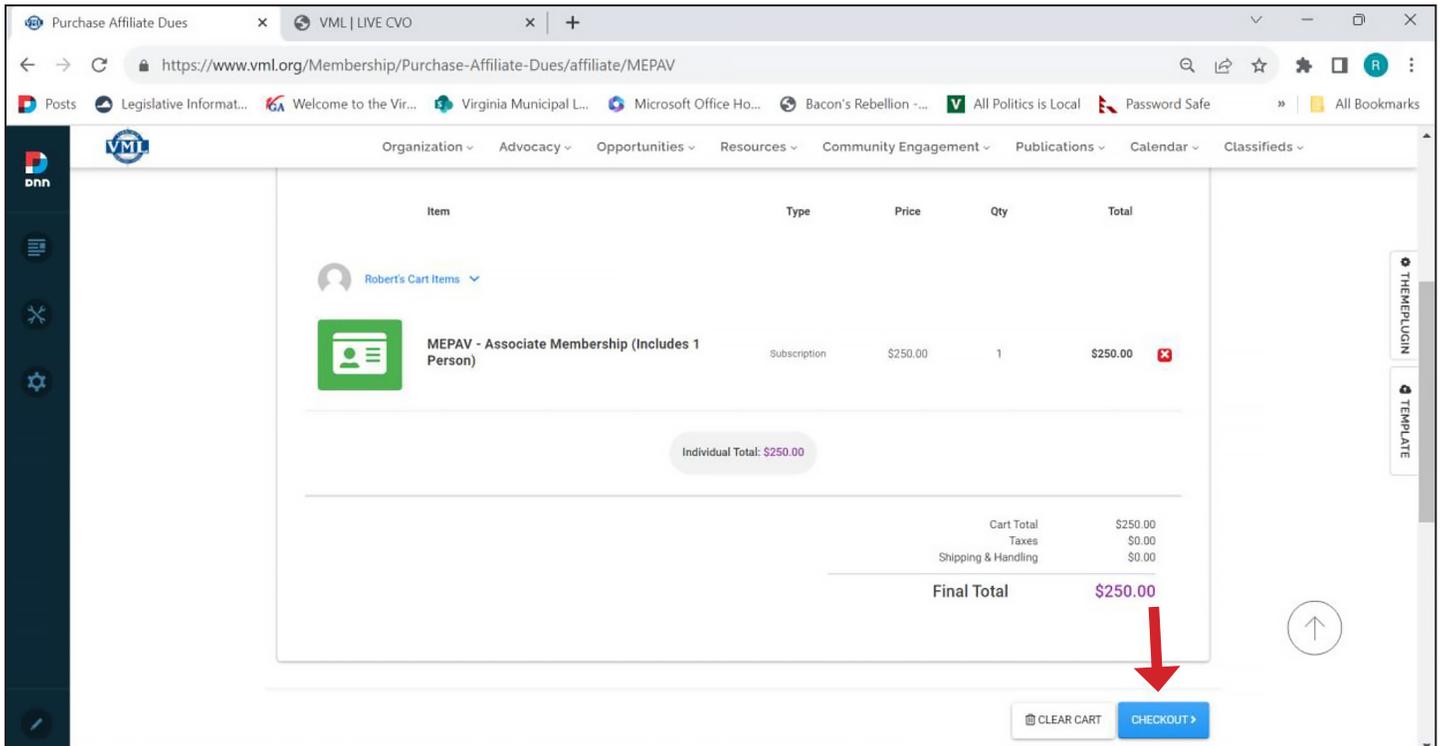
**Note** – If you receive a message “**No subscriptions are currently being offered**” please send an email to [kjohnson@vml.org](mailto:kjohnson@vml.org) and indicate that you would like to be able to purchase a MEPAV membership. After your account is confirmed, you will be able to proceed.



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

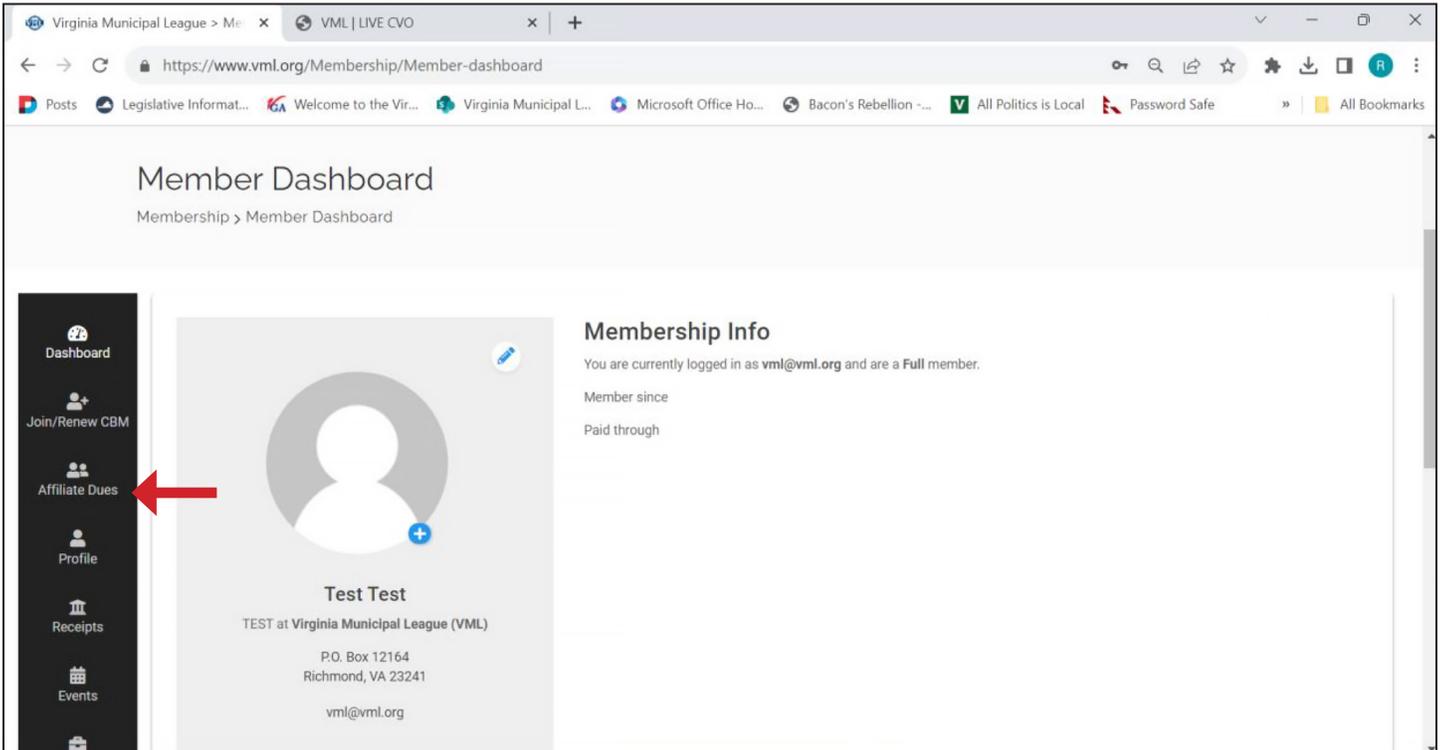


**Step 7** – Click “Check Out”.

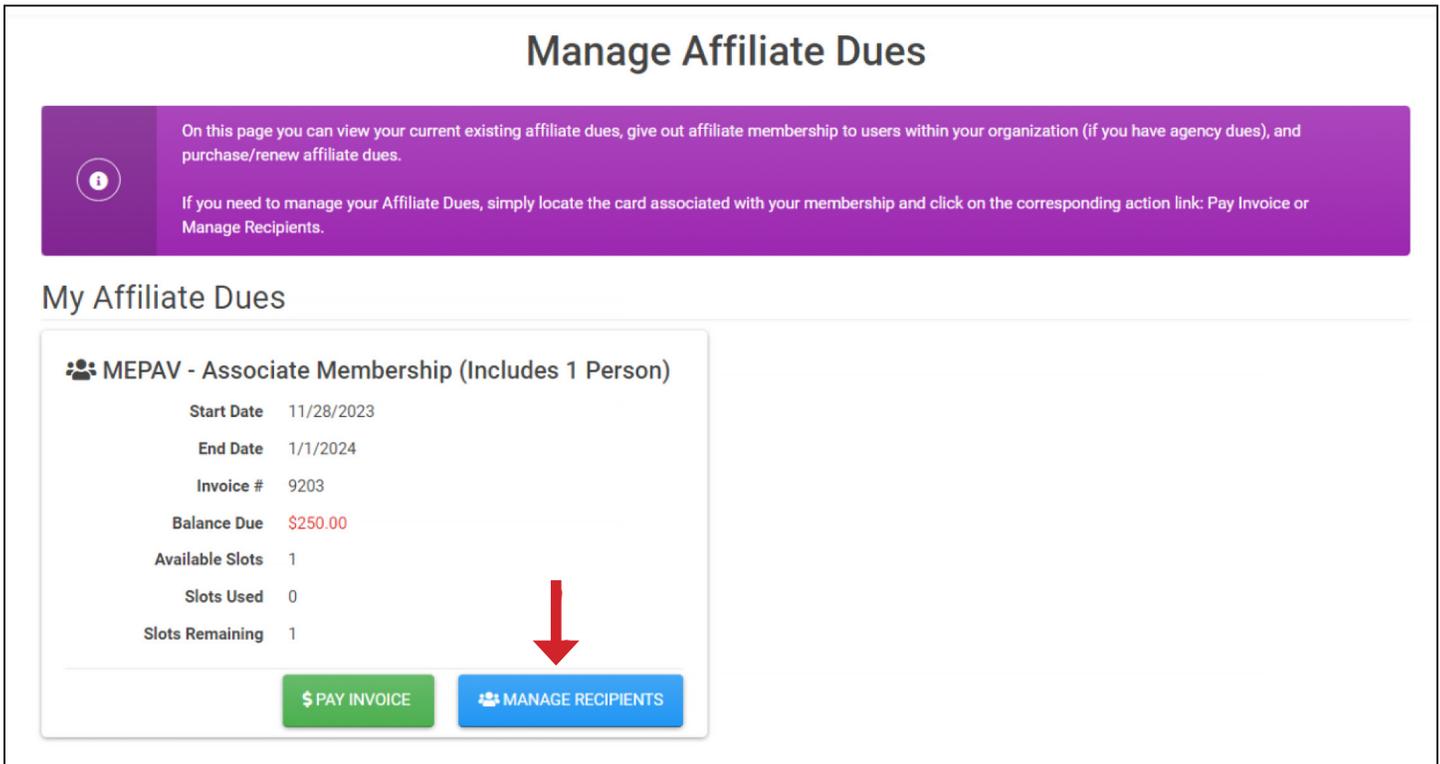




**Step 10** – On your Dashboard, click on “Affiliate Dues”.



**Step 11** – On the **Manage Affiliate Dues** page, select “Manage Recipients”.



**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.

## Manage Recipients

1 Total  
0 Used  
1 Remaining

AssignedAvailable

Search

**Bullington, Robert**  
Member #2865  
[Add](#)

**Timbreza, Manuel**  
Member #10004  
[Add](#)

**Areson, Janet**  
Member #10053  
[Add](#)

**Bulova, Josette**  
Member #10125  
[Add](#)

ADD NEW EMPLOYEE

If you need to remove someone from your organization, email the request to Keyara Johnson, [kjohnson@vml.org](mailto:kjohnson@vml.org).

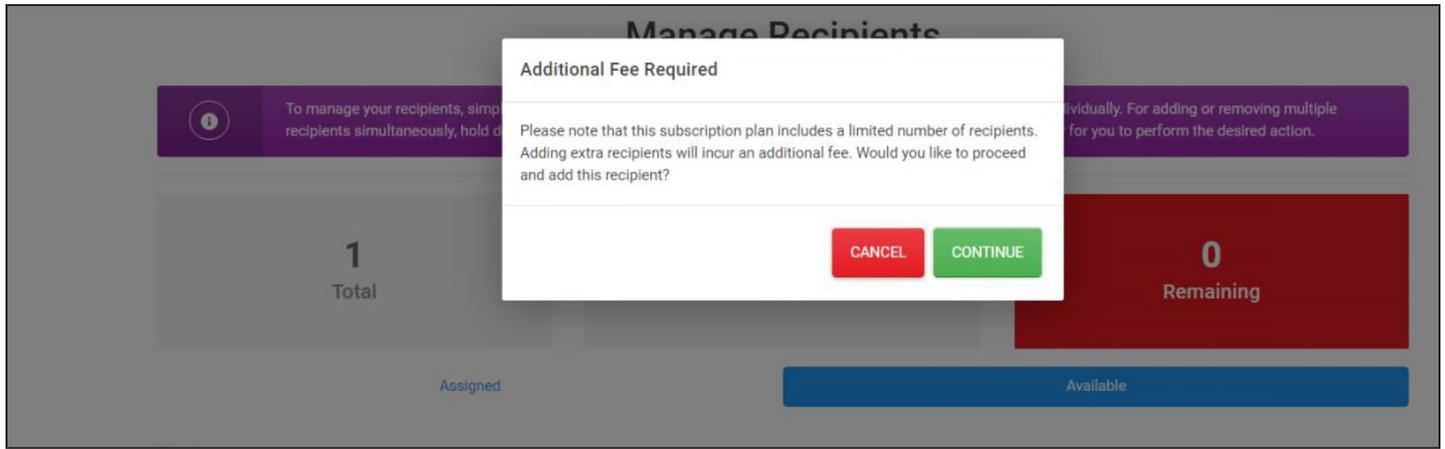
← RETURN TO AFFILIATE DUES🏠 RETURN TO MEMBER DASHBOARD

# 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.

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

**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.



**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.

