

How to join or renew a VBCOA Associate Membership

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

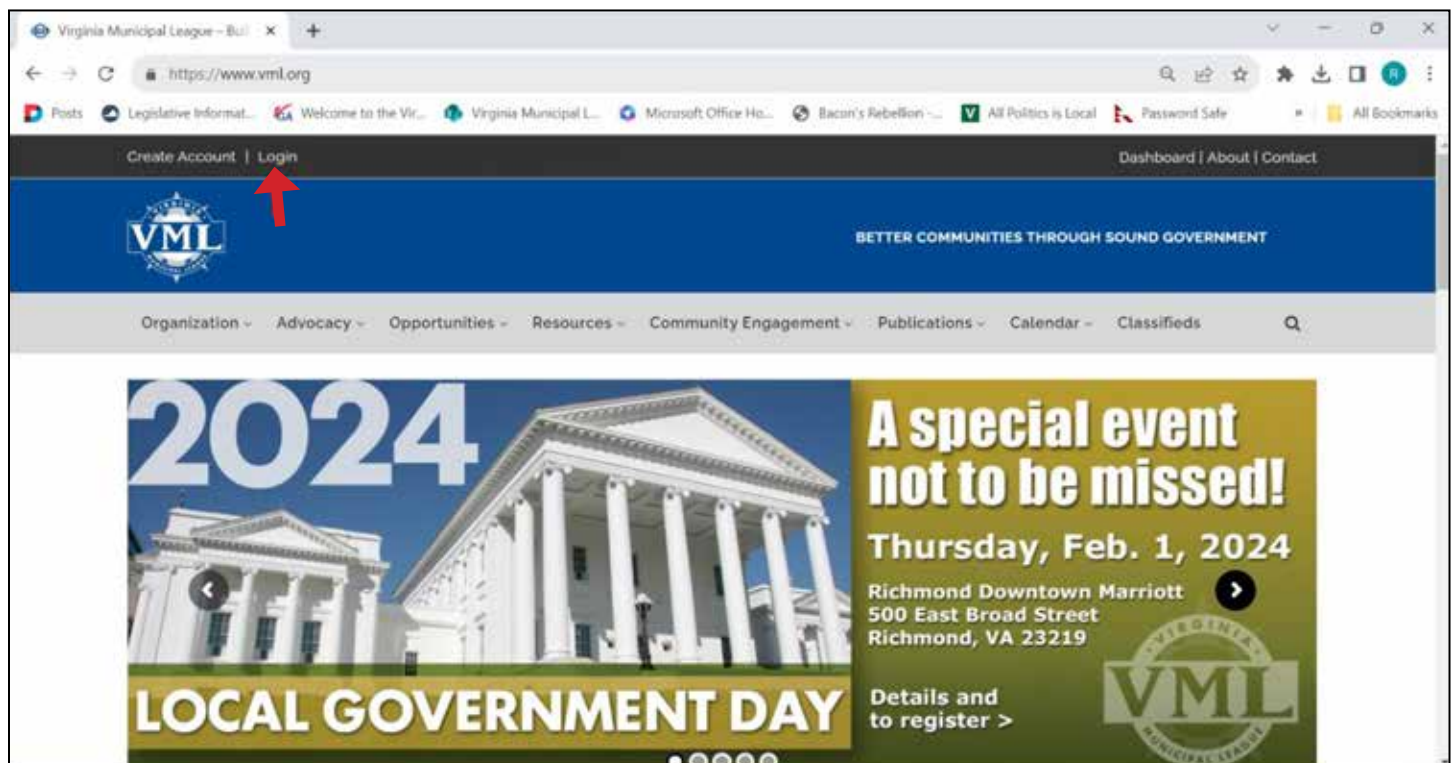
IMPORTANT – If you have not already logged into your VML online account:

READ THIS FIRST – MOST VBCOA MEMBERS ALREADY HAVE A VML ACCOUNT. PLEASE TRY TO LOCATE IT BY USING THE “FORGOT PASSWORD” PROCESS (SEE “HOW TO” LINK BELOW). WHEN COMPLETING THE “FORGOT PASSWORD” PROCESS, ENTER YOUR WORK EMAIL IN BOTH THE “USERNAME” AND “EMAIL” FIELDS.

1. Review the [“How to login to a VML account”](#) instructions prior to attempting to join/renew your VBCOA membership. **Please be sure to follow the instructions to locate an existing account before creating a new account.** Many VBCOA members are already in VML's system.
2. If you create a new account, please send an email to Keyara Johnson, kjohnson@vml.org with the subject line “VBCOA Membership – PC” before you try to join/renew your membership.
3. You will receive a response ASAP letting you know that your account has been confirmed. This will make it possible for you to see all available membership options and to purchase VBCOA memberships for others in your organization..

Instructions

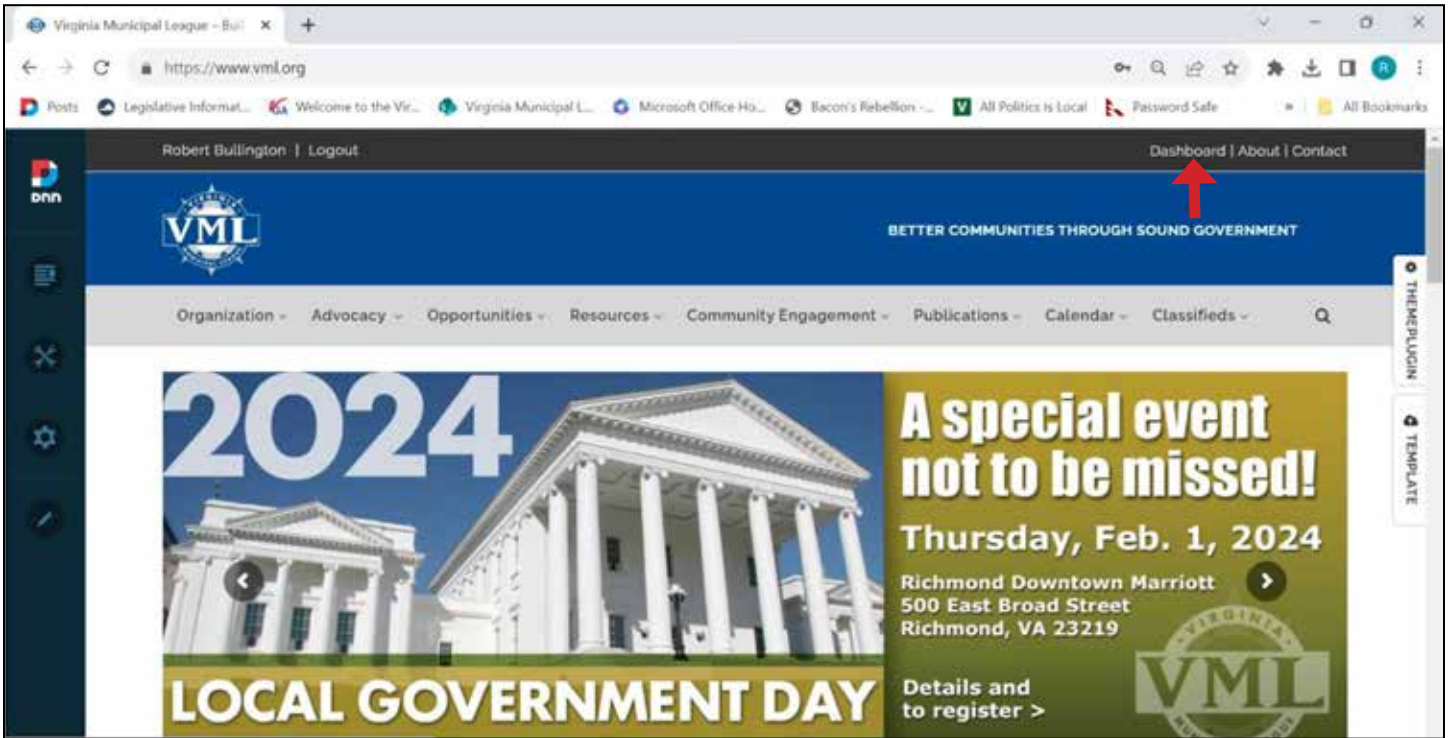
Step 1 – Login to your VML account using the “Login” link in the upper left corner of the VML website.



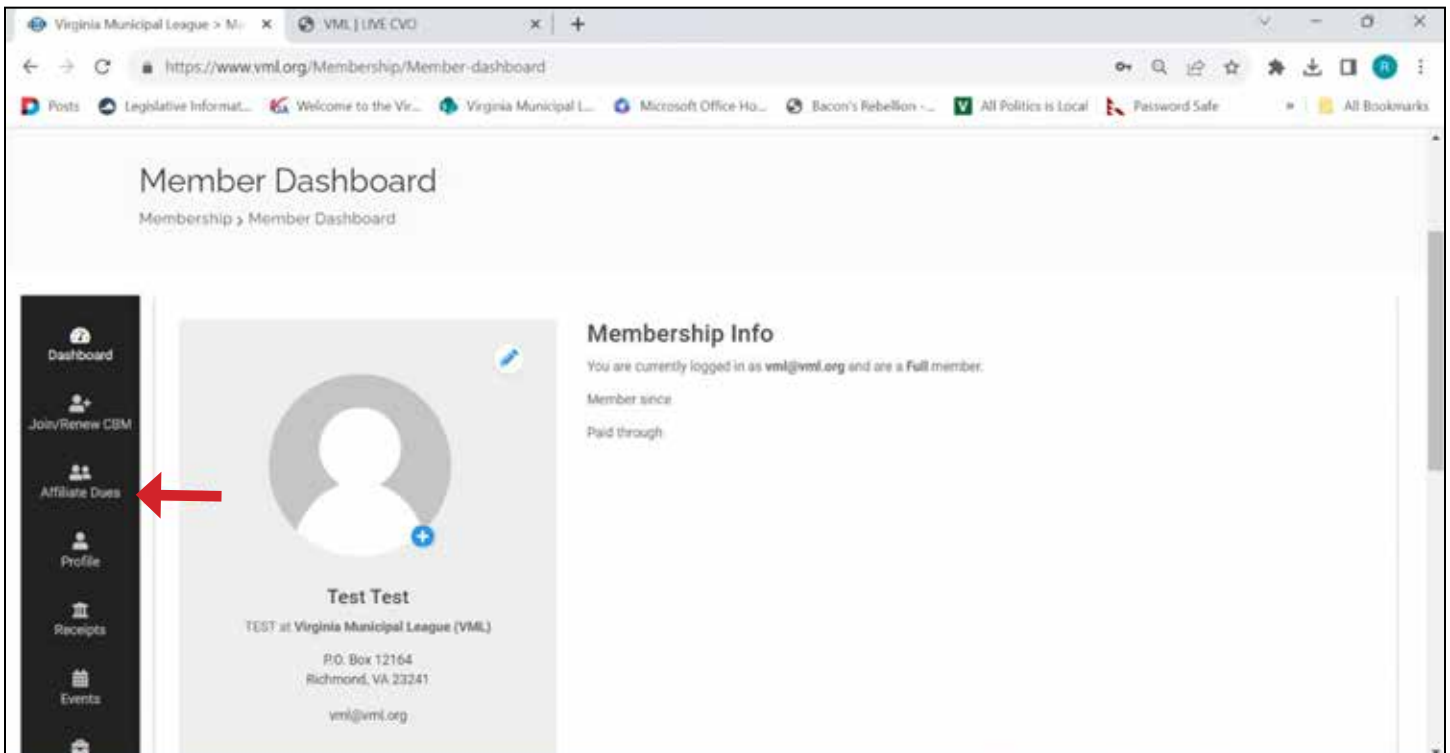
The screenshot shows the VML website interface. At the top left, there are two links: "Create Account" and "Login". A red arrow points to the "Login" link. The website header includes the VML logo and the tagline "BETTER COMMUNITIES THROUGH SOUND GOVERNMENT". Below the header is a navigation menu with categories like Organization, Advocacy, Opportunities, Resources, Community Engagement, Publications, Calendar, and Classifieds. The main content area features a large banner for "2024 LOCAL GOVERNMENT DAY" with a photo of a classical building. To the right of the banner is a promotional box for a special event on Thursday, Feb. 1, 2024, at the Richmond Downtown Marriott, with a "Details and to register" link.



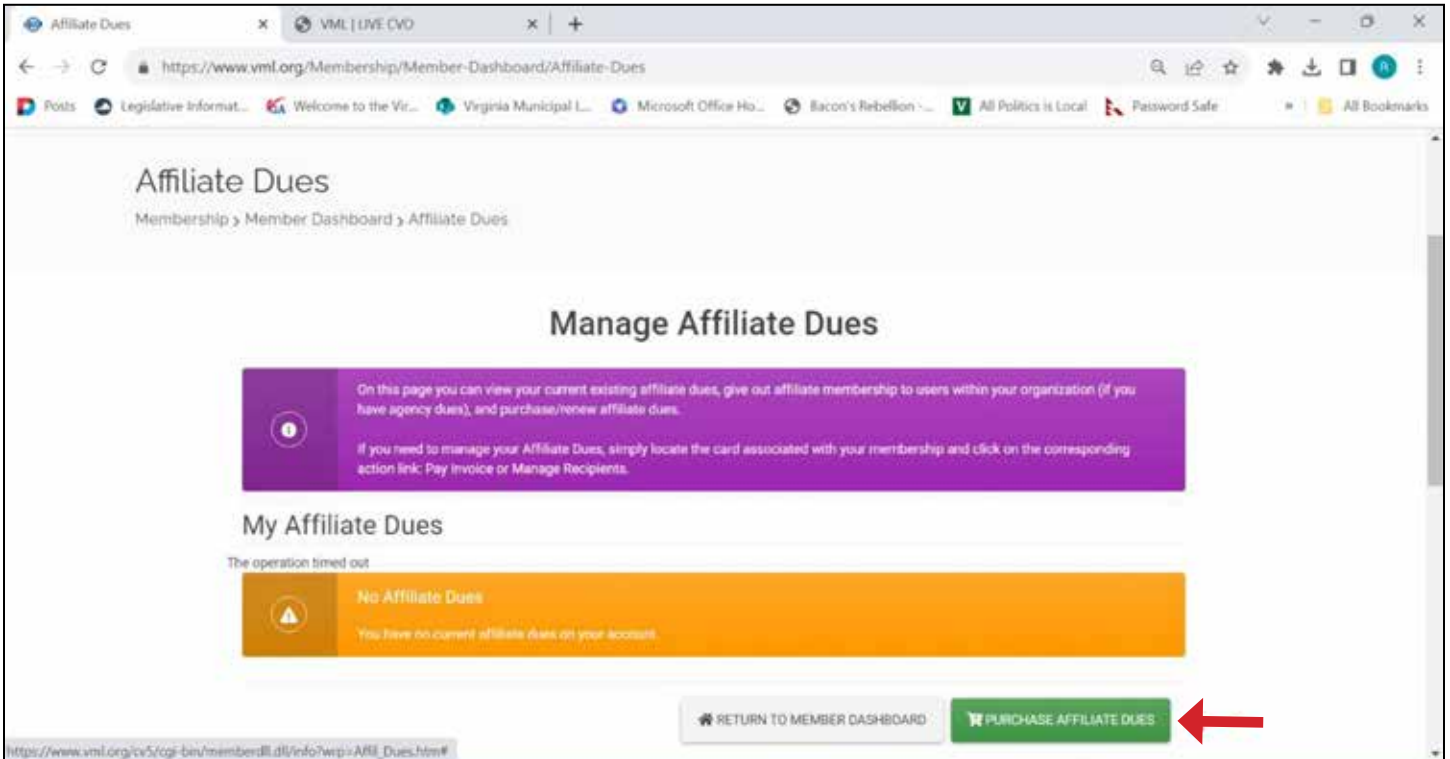
Step 2 – Click on “Dashboard” in the upper right corner of the website.



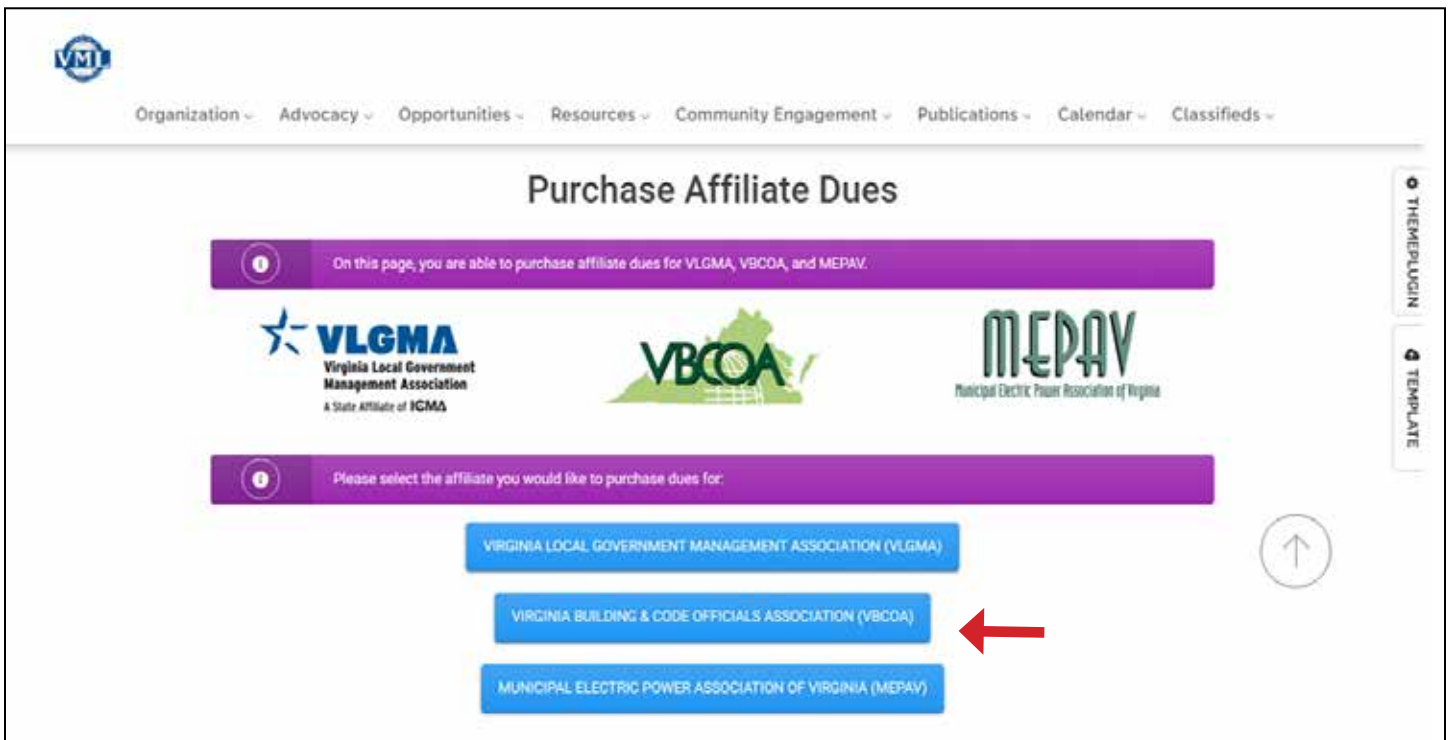
Step 3 – Click on “Affiliate Dues” on the menu.



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 “Virginia Building & Code Officials Association (VBCOA)”.



Step 6 – Select your membership option and click ADD TO CART.

Subscription Name	Amount
<input type="checkbox"/> VBCOA Student Dues	\$10.00
<input type="checkbox"/> VBCOA Retired Member Dues	\$25.00
<input checked="" type="checkbox"/> VBCOA Active, State and Local Government Members <small>You may purchase one membership for yourself. If your account has been confirmed, you may also purchase up to 100 memberships for others in your organization. To confirm your account, send an email with subject line "VBCOA Membership - PC" to Keyara Johnson, kjohnson@vml.org. You will receive notification of confirmation ASAP.</small>	\$50.00
<input type="checkbox"/> VBCOA Associate Members <small>You may purchase one membership for yourself. If your account has been confirmed, you may also purchase up to 100 memberships for others in your organization. To confirm your account, send an email with subject line "VBCOA Membership - PC" to Keyara Johnson, kjohnson@vml.org. You will receive notification of confirmation ASAP.</small>	\$60.00

[CHOOSE ANOTHER AFFILIATE](#) [ADD TO CART](#)

Step 7 – Click “Check Out”.

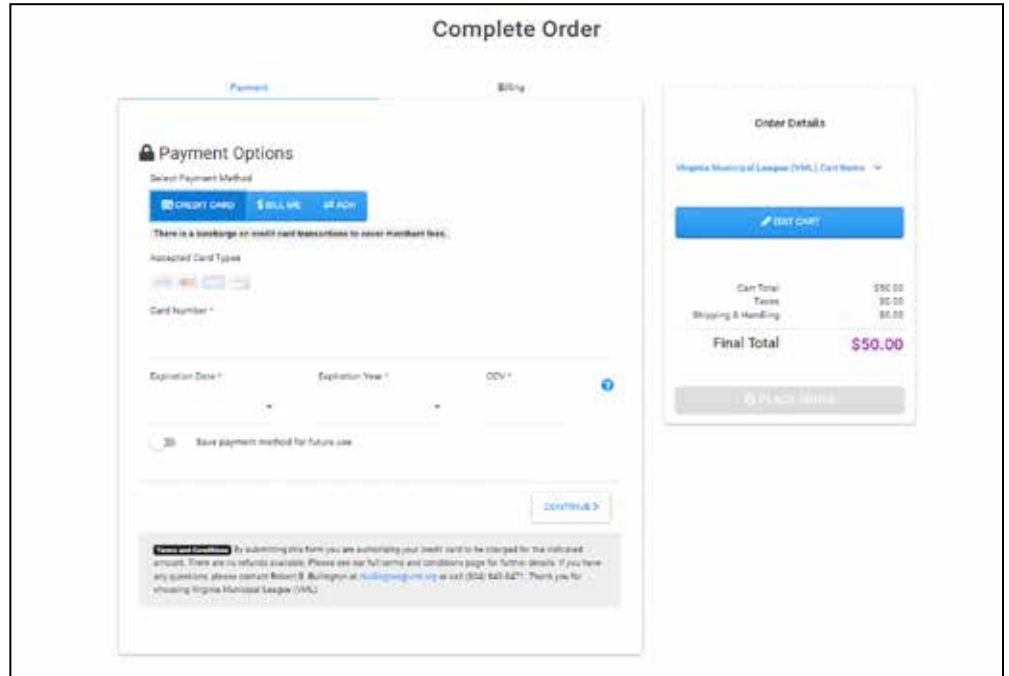
Item	Type	Price	Qty	Total
VBCOA Active, State and Local Government Members	Subscription	\$50.00	1	\$50.00

Individual Total: \$50.00

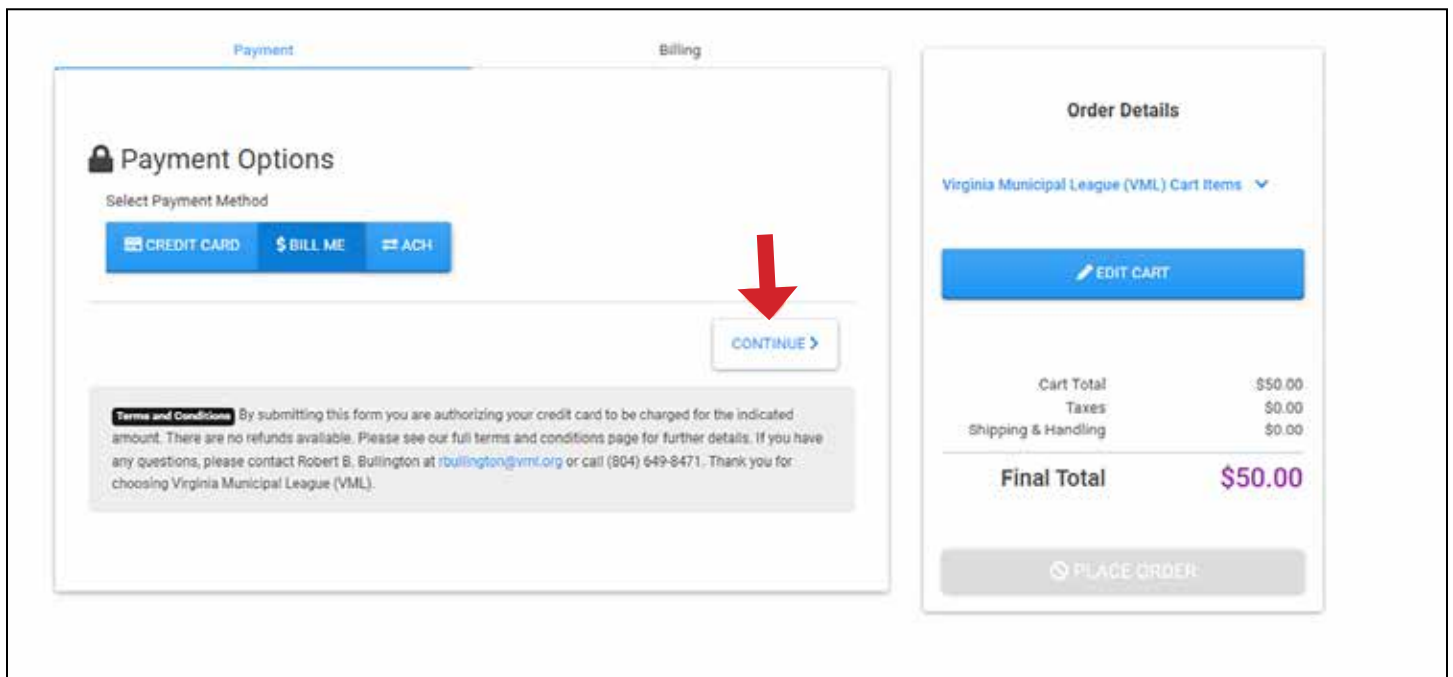
Cart Total	\$50.00
Taxes	\$0.00
Shipping & Handling	\$0.00
Final Total	\$50.00

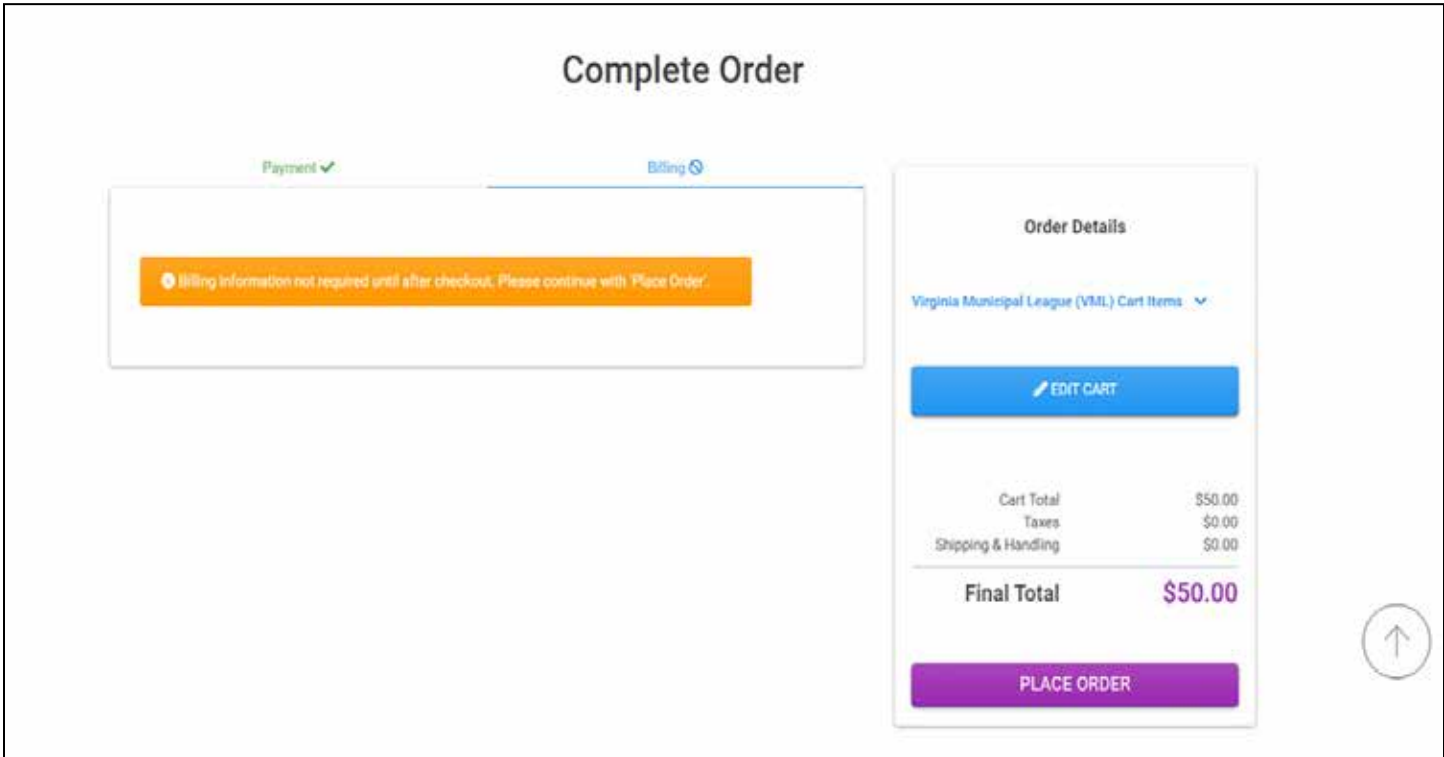
[CLEAR CART](#) [CHECKOUT](#)

Step 8 – On the **Complete Order** page, you can choose to pay by credit card, ACH, or to be billed for payment (which will add an invoice to your account which you may pay later).



Step 9 – Select your payment option, enter any necessary information to complete a credit card or ACH payment (if applicable), and then click CONTINUE before clicking PLACE ORDER.





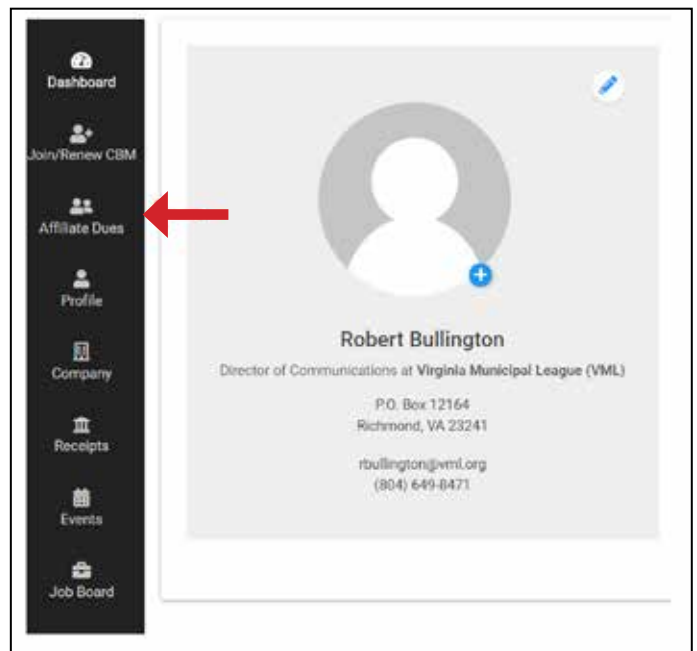
Step 10 – The Order Confirmed page displays.

Step 11 – Now that you have purchased a membership, you can do the following:

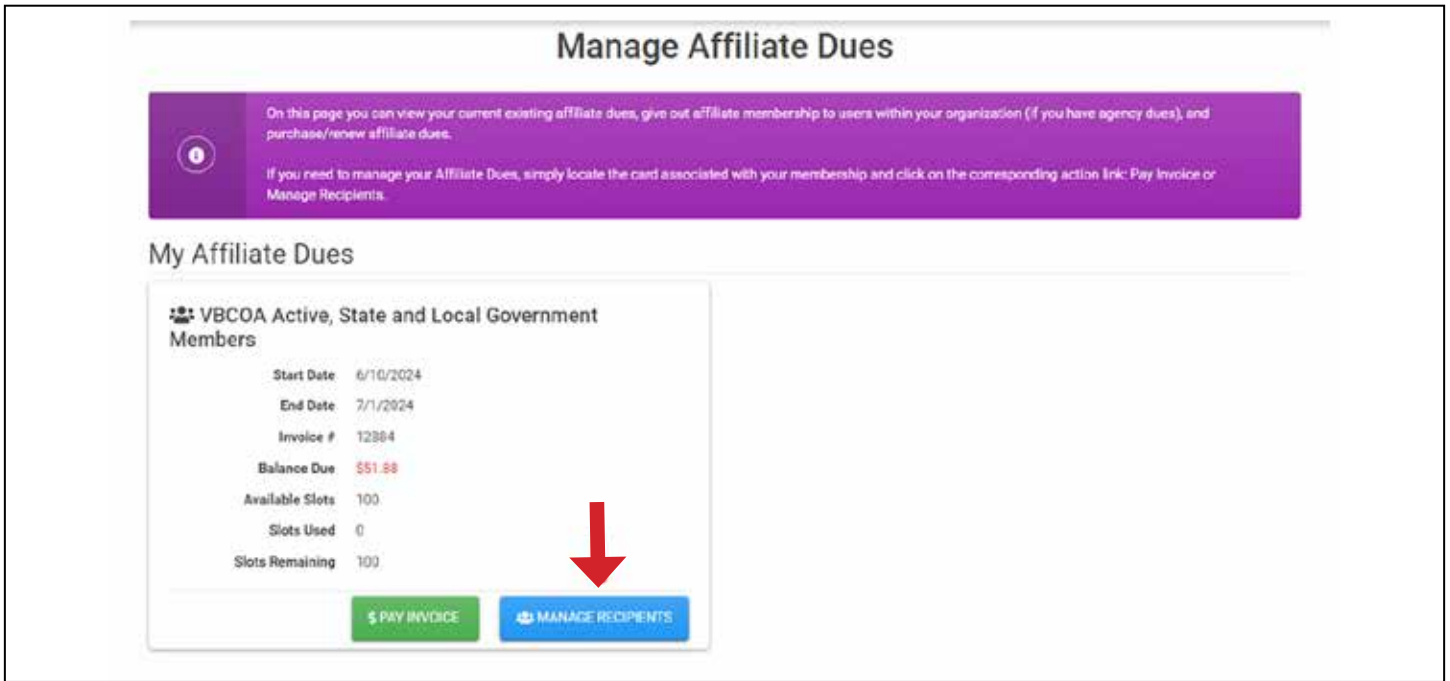
- If the membership is for you and you do not need to add any more people from your organization, **you are finished!** If you did not already pay your invoice, you can do so when it suits using the Receipts tab on your Dashboard.
- If the membership is NOT for you please pay your invoice (if you have not already done so) using the Receipts tab on your Dashboard. After the invoice is paid, please send an email to Keyara Johnson, kjohnson@vml.org and let her know the name, title and email address of the person in your organization who should receive the membership. **You are finished!**
- If the membership is for you but you need to add memberships for other people for your organization, please continue to the next step.

Step 12 – Click on RETURN TO MEMBER DASHBOARD or just click Dashboard in the upper right corner of the site to return to your Dashboard.

Step 13 – From your Dashboard, click on the Affiliate Dues tab.



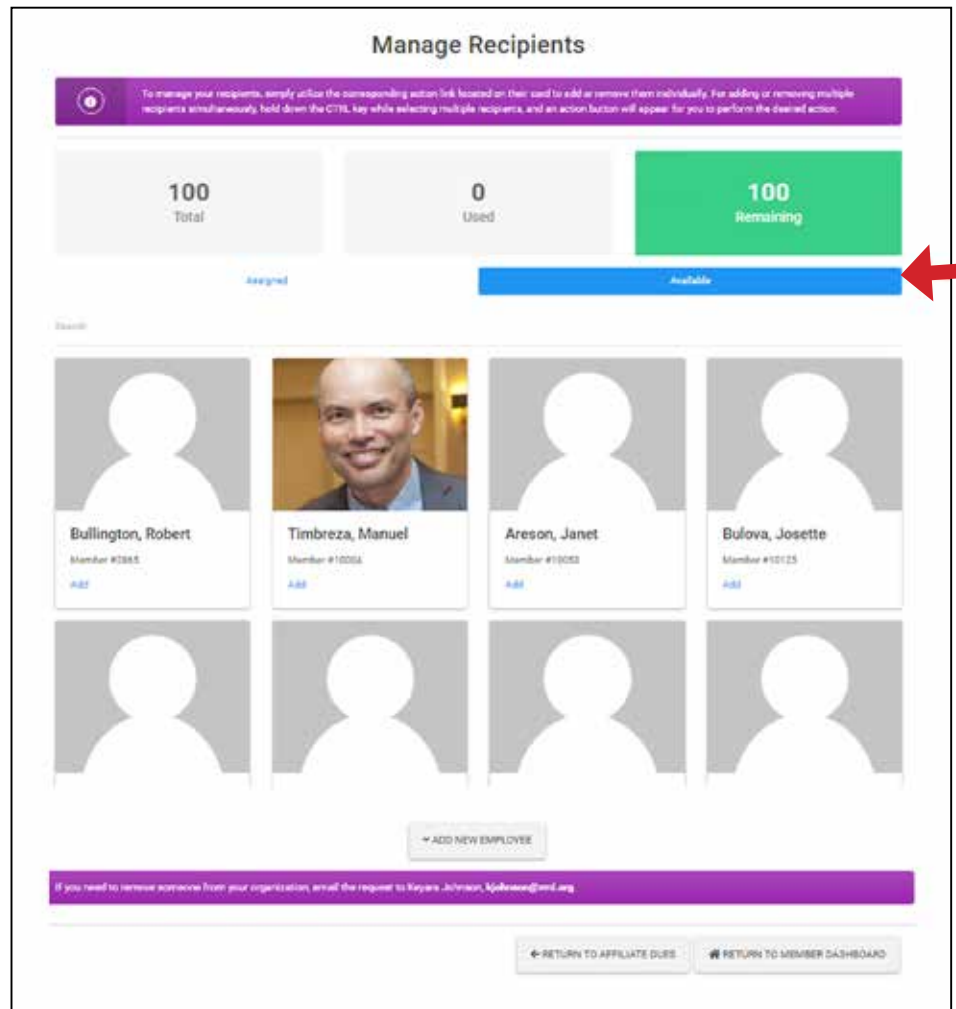
Step 14 – Manage Affiliate Dues page, select “Manage Recipients”.



Step 15 – On the **Manage Recipients** page, select the “Available” tab to display people in your organization. Use the “Add” function below each person’s name to assign the membership to the correct people.

Tips:

- Do not add yourself.
- You can add more than one person at a time.
- Use the “Add New Employee” button (at the bottom) to create a profile for someone in your organization not listed.



Step 16 – After you have completed the above Instructions, the “Assigned” tab will show the person to whom you have assigned the membership.

Step 17 – Use the Pay Invoice button to finalize the membership registrations. **Note** – The Pending memberships will not become Active until the invoice is paid. **You are finished!**