

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.

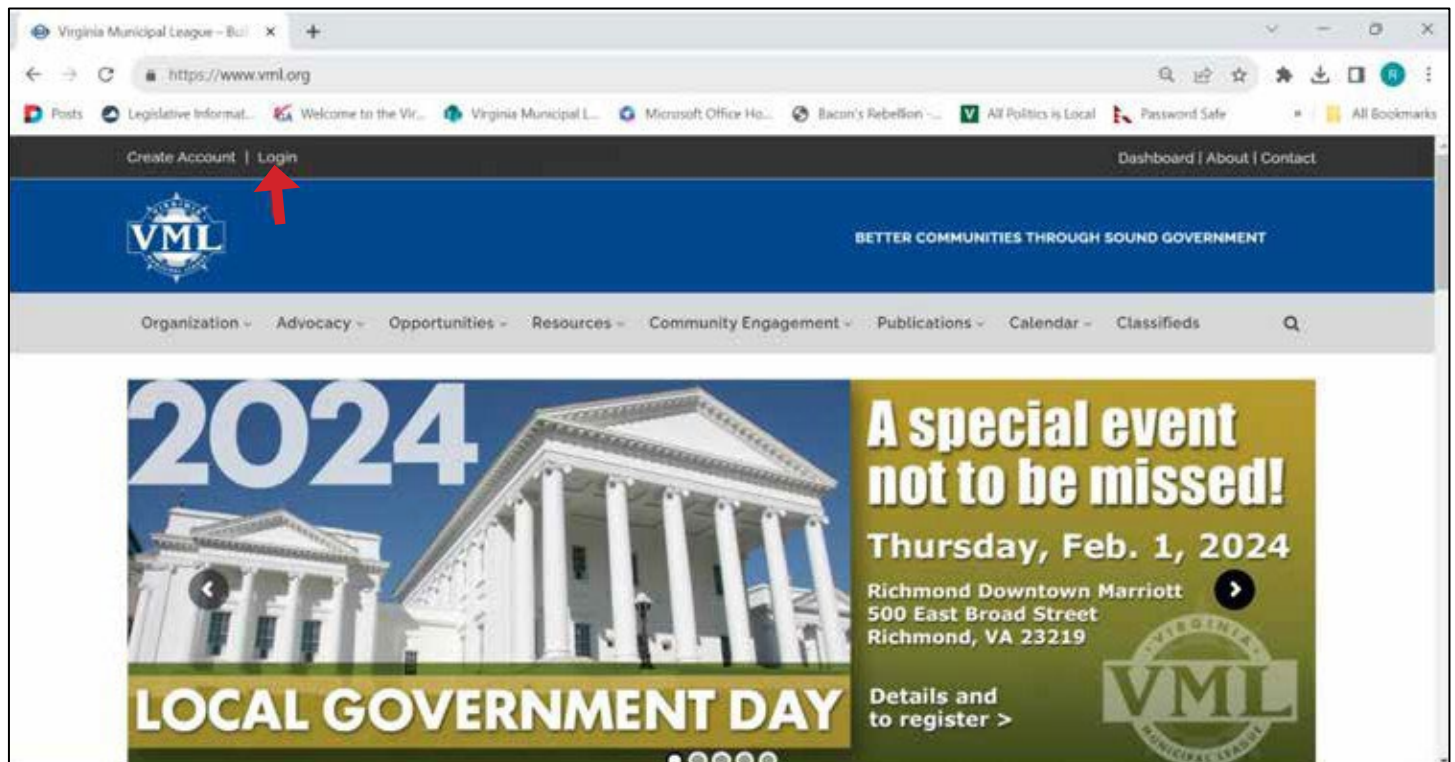
IMPORTANT – If you have not already logged into your VML online account:

READ THIS FIRST – MOST VBCOA MEMBERS ALREADY HAVE A VML ACCOUNT. PLEASE TRY TO LOCATE IT BY USING THE “FORGOT PASSWORD” PROCESS. 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 on the VML website (www.vml.org/Resources/VML-Account-Tutorials) 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. **IMPORTANT:** 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..

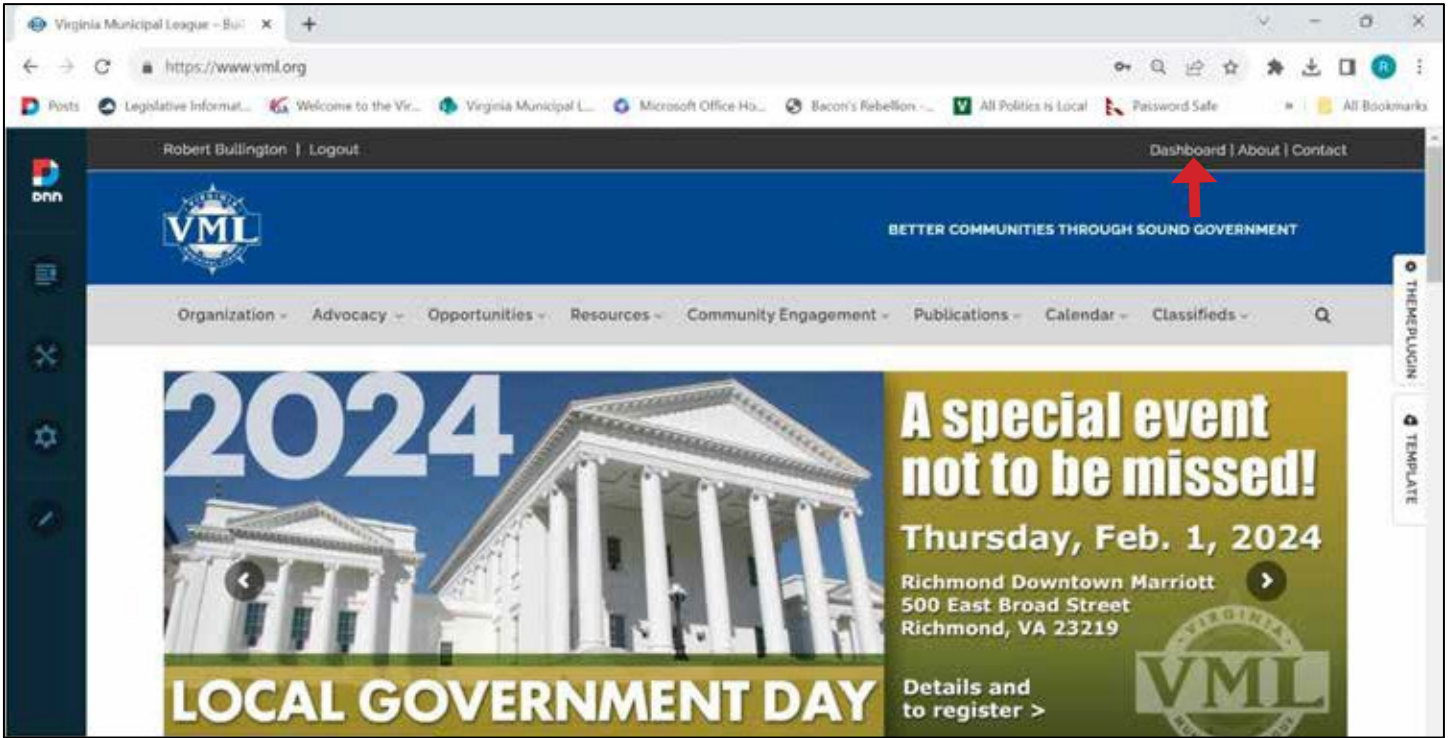
Instructions

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

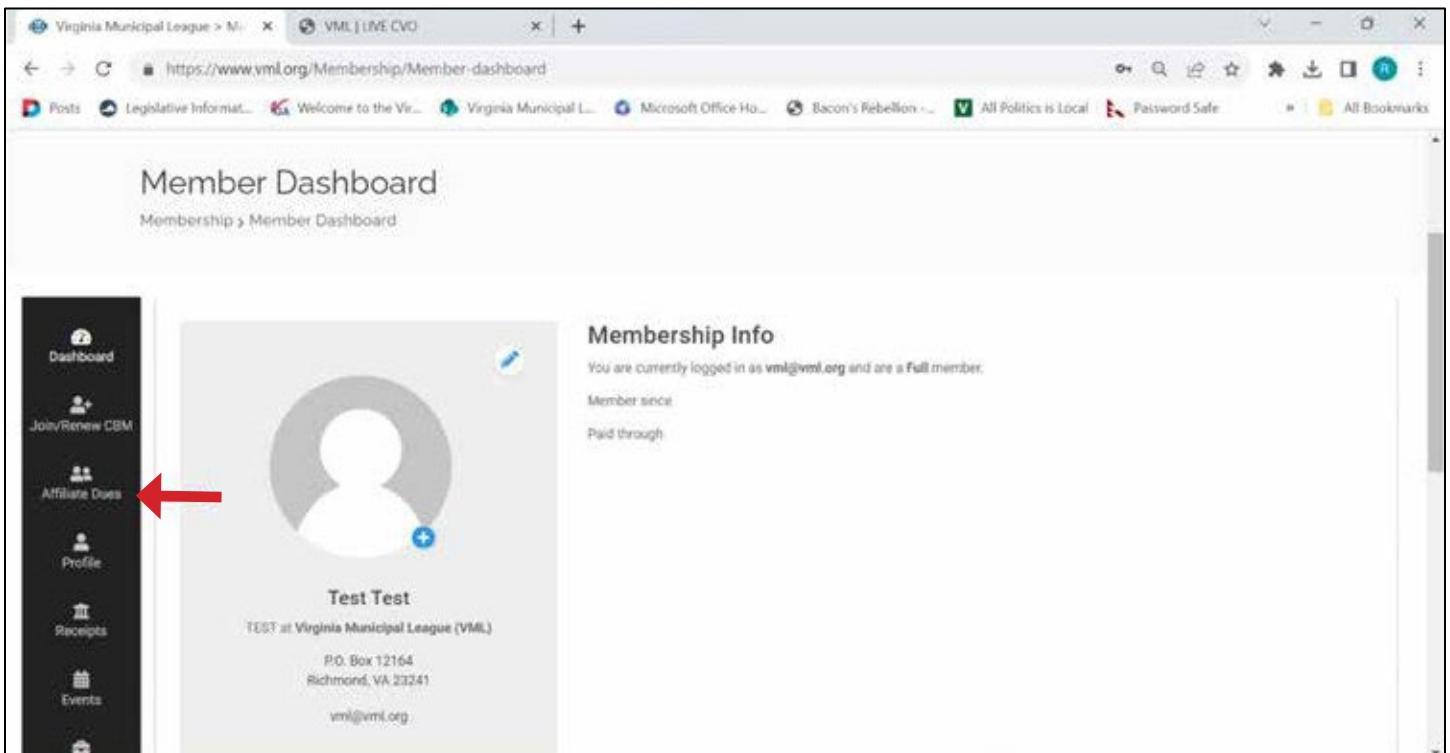




Step 2 – Click on “Dashboard” in the upper right corner of the website.

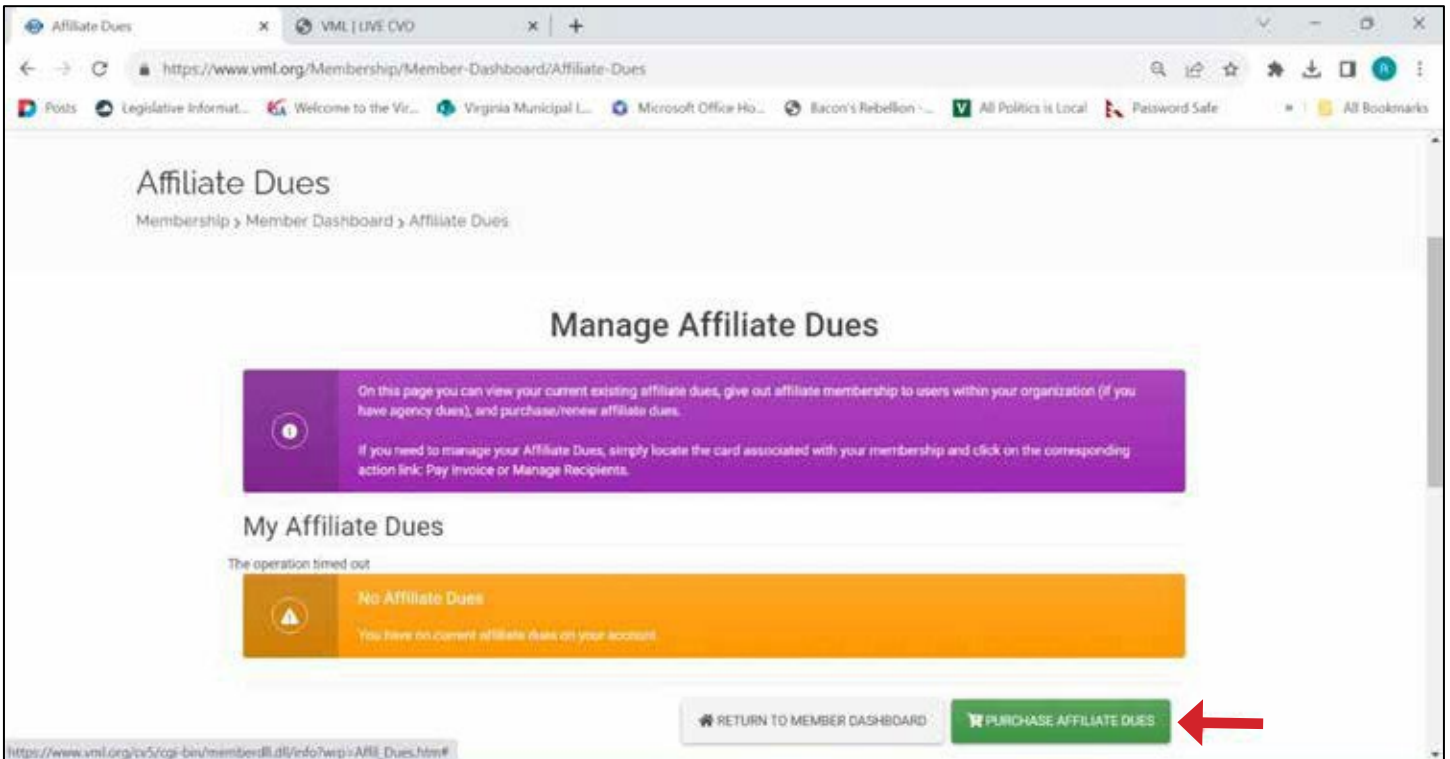


Step 3 – Click on “Affiliate Dues” on the menu.

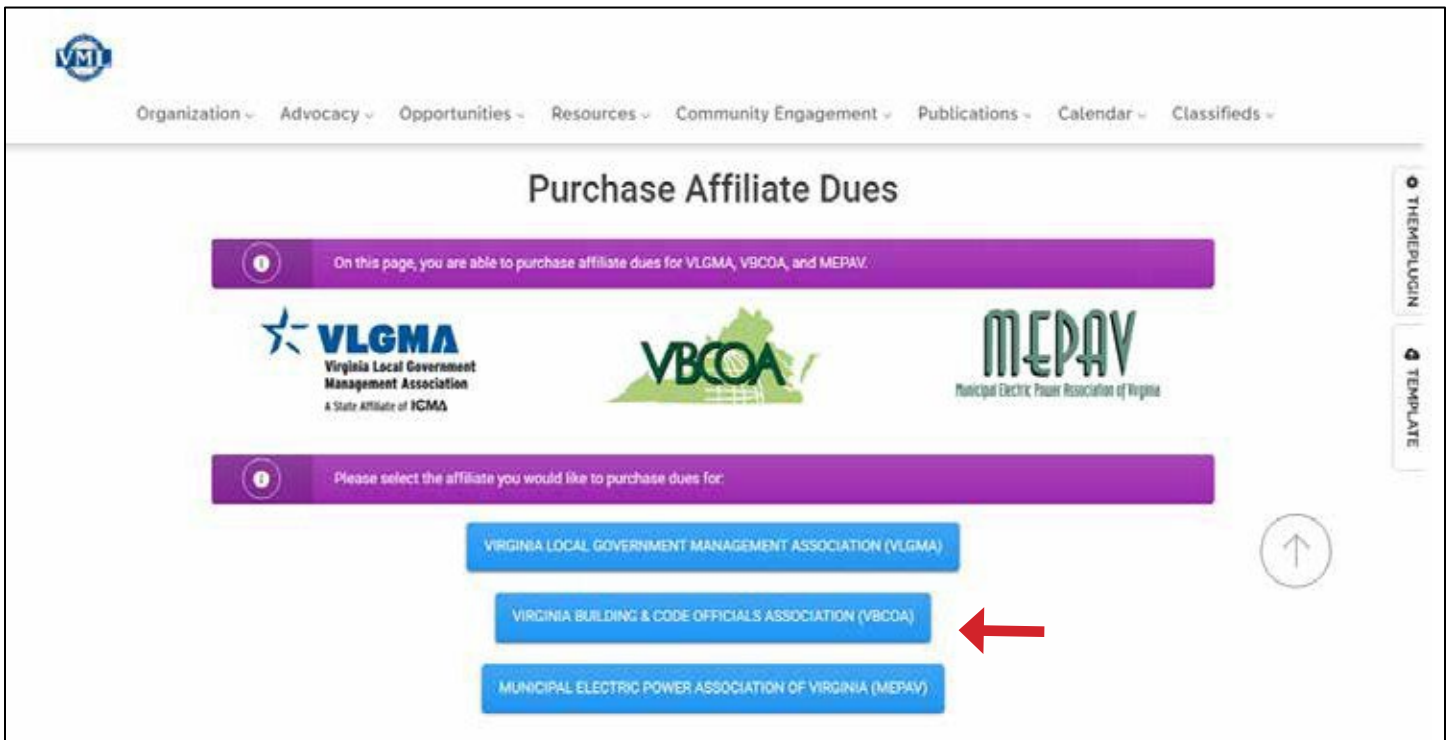




Step 4 – On the **Manage Affiliate Dues** page, click on “Purchase Affiliate Dues”.




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.

Purchase Affiliate Dues



i Select an available option from the subscriptions below. Once you have added your selection to the cart, you will be able to finalize payment to start your subscription.


Affiliate Dues

Subscription Name	Amount
<input type="checkbox"/> VBCOA Retired Member Dues	\$30.00
<input type="checkbox"/> VBCOA Active Government Members (Incl. 1 Person) <i>*Comes with 1 membership(s) to give to people in your organization (including yourself)! *Every additional slot costs \$60.00.</i>	\$60.00
<input type="checkbox"/> VBCOA Associate Members (Incl. 1 Person) <i>*Comes with 1 membership(s) to give to people in your organization (including yourself)! *Every additional slot costs \$50.00.</i>	\$70.00

↶ CHOOSE ANOTHER AFFILIATE
🛒 ADD TO CART

Step 7 – Click CHECK OUT.

Shopping Cart

Item	Type	Price	Qty	Total	
Virginia Municipal League (VML) Cart Items ▼					
	VBCOA Active Government Members (Incl. 1 Person)	Subscription	\$60.00	1	\$60.00 ✕
Individual Total: \$60.00					
				Cart Total \$60.00 Taxes \$0.00 Shipping & Handling \$0.00	
Final Total				\$60.00	

🗑️ CLEAR CART
👉 CHECKOUT >



Step 8 – On the **Complete Order** page, you can choose to pay by credit card (fee applies), ACH (no fee), or to be billed for payment (no fee). If you choose BILL ME you can pay via credit card or ACH at a later time or print the invoice and mail it with a check (no fee).

Select your payment option, enter any necessary information to complete a credit card or ACH payment (if applicable), and then click CONTINUE.

Complete Order

Payment
Billing

Payment Options

Select Payment Method

CREDIT CARD
BILL ME
ACH

[CONTINUE >](#)

Terms and Conditions By submitting this form you are authorizing your credit card to be charged for the indicated amount. There are no refunds available. Please see our full terms and conditions page for further details. If you have any questions, please contact Robert B. Bullington at rbullington@vml.org or call (804) 649-8471. Thank you for choosing Virginia Municipal League (VML).

Order Details

Virginia Municipal League (VML) Cart Items ▾

[EDIT CART](#)

Cart Total	\$60.00
Taxes	\$0.00
Shipping & Handling	\$0.00
Final Total	\$60.00

PLACE ORDER

Step 9 – Click PLACE ORDER

Complete Order

Payment ✓
Billing ⌄

ⓘ Billing information not required until after checkout. Please continue with 'Place Order'.

[EDIT CART](#)

Cart Total	\$60.00
Taxes	\$0.00
Shipping & Handling	\$0.00
Final Total	\$60.00

PLACE ORDER

Order Details

Virginia Municipal League (VML) Cart Items ▾

[EDIT CART](#)

Cart Total	\$60.00
Taxes	\$0.00
Shipping & Handling	\$0.00
Final Total	\$60.00

PLACE ORDER

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Step 10 – The Order Confirmed page displays (the invoice will show at the bottom of the page).

IMPORTANT: You must now assign the 1 active membership included in your subscription to a person in your organization. Click on the MANAGE RECIPIENTS button.

✔ Order Confirmed

Thank you for your order. If paying by check, please print out this invoice and include it with your payment. You can use the button below to print now or access the invoice at any time from the Receipts tab on your Dashboard.

By purchasing affiliate dues, your subscription includes membership(s) that need to be assigned to yourself or an individual in your organization. Please click on the Manage Recipients button below to complete that process:

MANAGE RECIPIENTS

Step 11 – On the Manage Affiliate Dues page, click MANAGE RECIPIENTS

Manage Affiliate Dues

On this page you can purchase/renew MEPAV, VBCOA, and VLGMA dues. You can also view your current dues and purchase/assign memberships to users within your organization.

i If you need to pay your dues or manage memberships, simply locate the card associated with your membership and click on Pay Invoice or Manage Recipients.

If you have zero slots remaining and wish to purchase more memberships for people in your organization, please select Manage Recipients and then select the Available tab to add memberships.

My Affiliate Dues

MANAGE RECIPIENTSVBCOA Active Government Members (Incl. 1 Person)

Start Date	6/9/2026
End Date	7/1/2027
Invoice #	26989
Balance Due	\$60.00
Available Slots	1
Slots Used	0
Slots Remaining	1

\$ PAY INVOICEMANAGE RECIPIENTS

RETURN TO MEMBER DASHBOARDPURCHASE AFFILIATE DUES



Step 12 – On the Manage Recipients page click the AVAILABLE tab.

Manage Recipients



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.

If you have zero remaining memberships to assign and you wish to purchase additional memberships, click on the Available tab and select Add under the individual's card. This will add membership(s) to your existing invoice.

1 Total	0 Used	1 Remaining
Assigned		Available

No Assigned Users
You have not assigned any users to receive membership for this affiliate dues yet.
Click over to the 'Available' tab to assign membership to users within your organization!

[← RETURN TO AFFILIATE DUES](#) [🏠 RETURN TO MEMBER DASHBOARD](#)

Step 13 – On the Available tab you can select the person to receive the membership included with your subscription. Click ADD in their card to select that person. If the person you would like to receive the membership is not listed on the page, you can use the ADD NEW EMPLOYEE button at the bottom of the page to set up a profile for that person.

Manage Recipients

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.

If you have zero remaining memberships to assign and you wish to purchase additional memberships, click on the Available tab and select Add under the individual's card. This will add membership(s) to your existing invoice.

1
Total

0
Used

1
Remaining

Assigned Available

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.

[← RETURN TO AFFILIATE DUES](#) [🏠 RETURN TO MEMBER DASHBOARD](#)

Step 14 – After you select the person, you will see that that are an ACTIVE member on the Assigned tab. If you change your mind, you can select “Remove” on their card and assign the membership to a different person.

Manage Recipients



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.

If you have zero remaining memberships to assign and you wish to purchase additional memberships, click on the Available tab and select Add under the individual's card. This will add membership(s) to your existing invoice.

1 Total	1 Used	0 Remaining
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Assigned Available

Search

ACTIVE 

Bullington, Robert
Member #2865
[Remove](#)

[← RETURN TO AFFILIATE DUES](#) [🏠 RETURN TO MEMBER DASHBOARD](#)

Step 15 – To purchase memberships for other people in your organization, return to the Available tab, and select Add on their card. Each time you add someone, you will receive a pop-up notification letting you know that there will be a fee for their membership (these cost the same as the initial subscription amount). After you have finished adding people, you can return to the Assigned tab where you will see the additional people are marked as PENDING. These will change to ACTIVE after the invoice has been paid. If needed, use the “Remove” option to reassign memberships (including the ACTIVE membership) as needed prior to payment.

Manage Recipients

Info 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.

If you have zero remaining memberships to assign and you wish to purchase additional memberships, click on the Available tab and select Add under the individual's card. This will add membership(s) to your existing invoice.

Warning You have pending users!

In order for the pending users to become active, you must pay the balance due on the associated invoice. [\\$ PAY INVOICE](#)

1

Total

3

Used

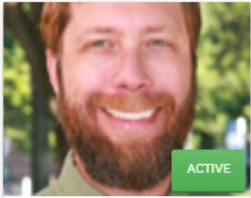
0

Remaining

Assigned


Available

Search




Bullington, Robert
Member #2865
[Remove](#)

ACTIVE



Areson, Janet
Member #10053
[Remove](#)

PENDING



Flores, Joe
Member #10246
[Remove](#)

PENDING

← RETURN TO AFFILIATE DUES

🏠 RETURN TO MEMBER DASHBOARD

Step 15 – To review/pay your invoice return to your DASHBOARD at any time and select the RECEIPTS tab. Click on the invoice number and then print the invoice and mail it with a check. VML will update your PENDING memberships to ACTIVE upon receipt. Or click ADD TO CART to begin the checkout process to pay online via credit card (fee applies) or ACH (no fee).

You may view/update your VBCOA memberships at any time from your DASHBOARD by selecting AFFILIATE DUES and clicking on the MANAGE RECIPIENTS button.