How to join or renew a VLGMA Membership

This guide explains how to join or renew your VLGMA 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 VLGMA 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 VLGMA membership. **Please be sure to follow the instructions to locate an existing account *before* creating a new account.** Many VLGMA 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 "VLGMA 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 VLGMA memberships for others in your organization.

Instructions

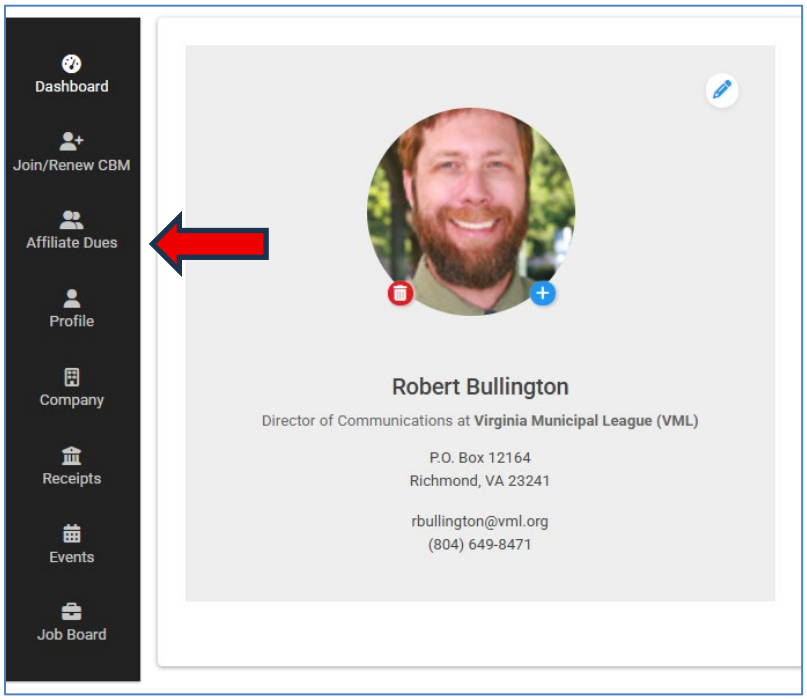
Step 1 – Login to your VML account using the "Login" link in the upper left corner of the VML website.



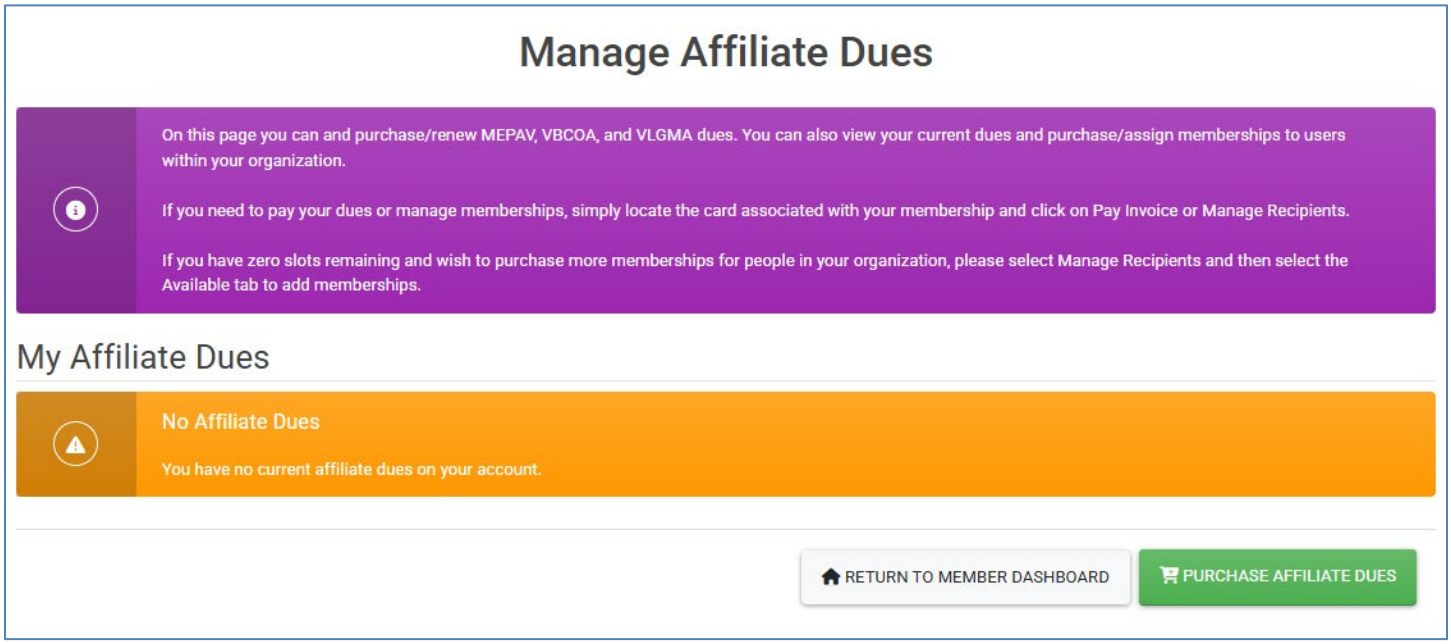
Step 2 – Click on “Dashboard” in the upper right corner of the website.



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



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



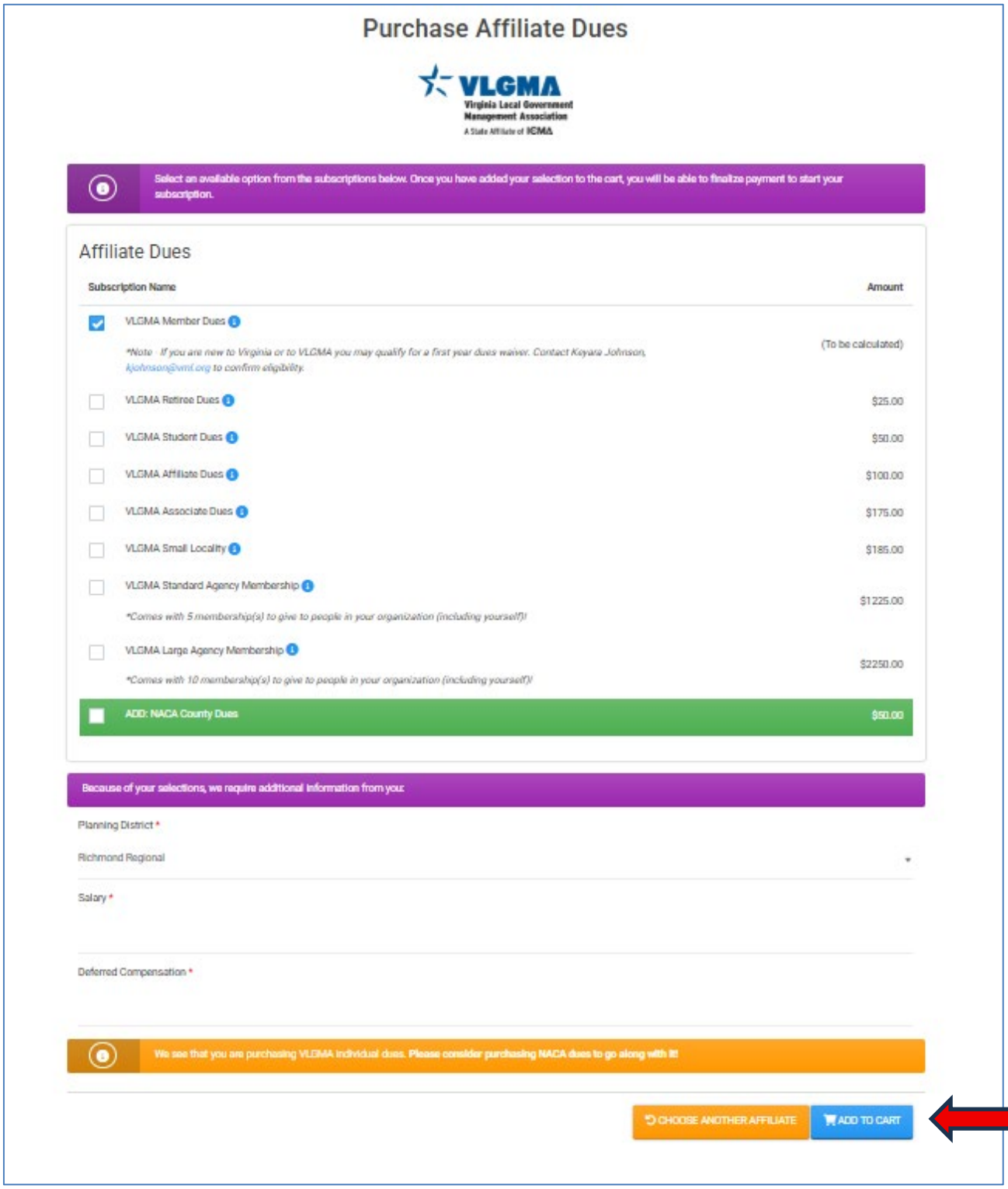
Step 5 – On the **Purchase Affiliate Dues** page, click on the blue box for "Virginia Local Government Management Association (VLGMA)".



Step 6 – Select your membership option. Selecting any of the options except the Agency options will give you the option of adding National Association of County Administrators dues. You do not need to add this option to proceed.

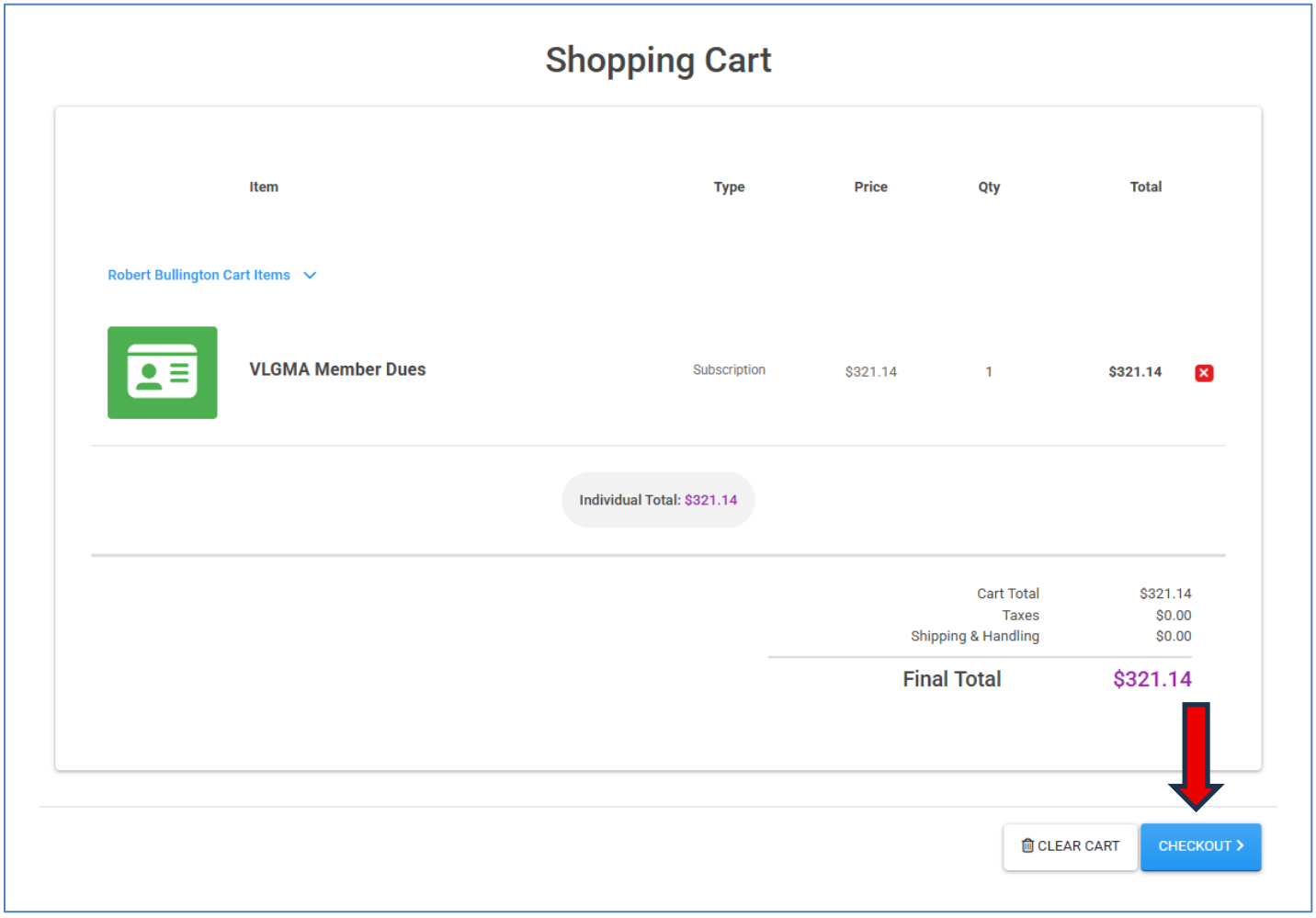
Depending on what option you choose you may need to include additional information including Planning District, Salary, and Deferred Compensation (because dues are calculated based on these factors).

When you have made your selections and filled out any needed info, click ADD TO CART.



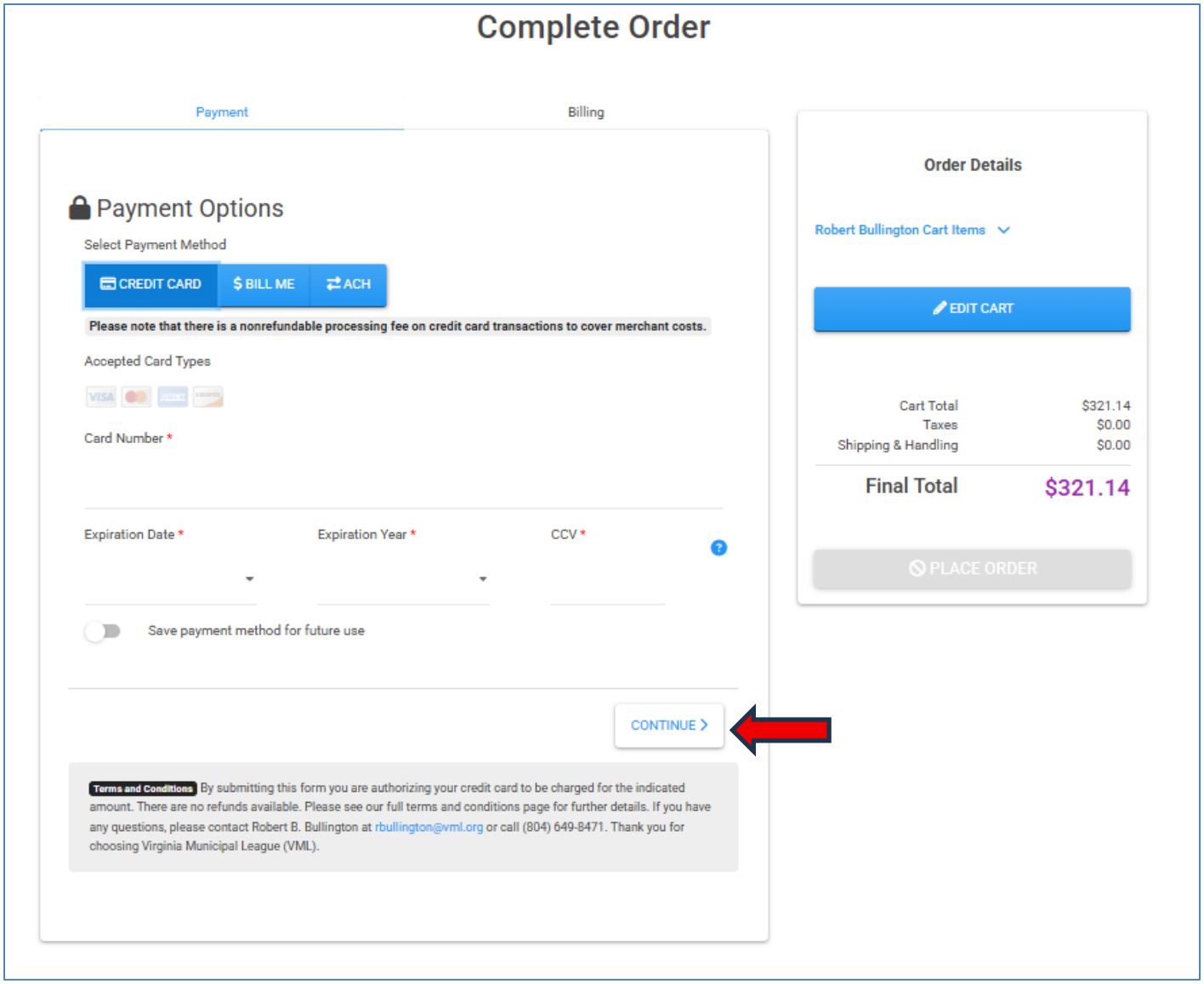
Step 7 – Click CHECK OUT.

NOTE – The amounts shown in the screenshot below are for example purposes only. What you see will depend on your selection and the salary information you enter.

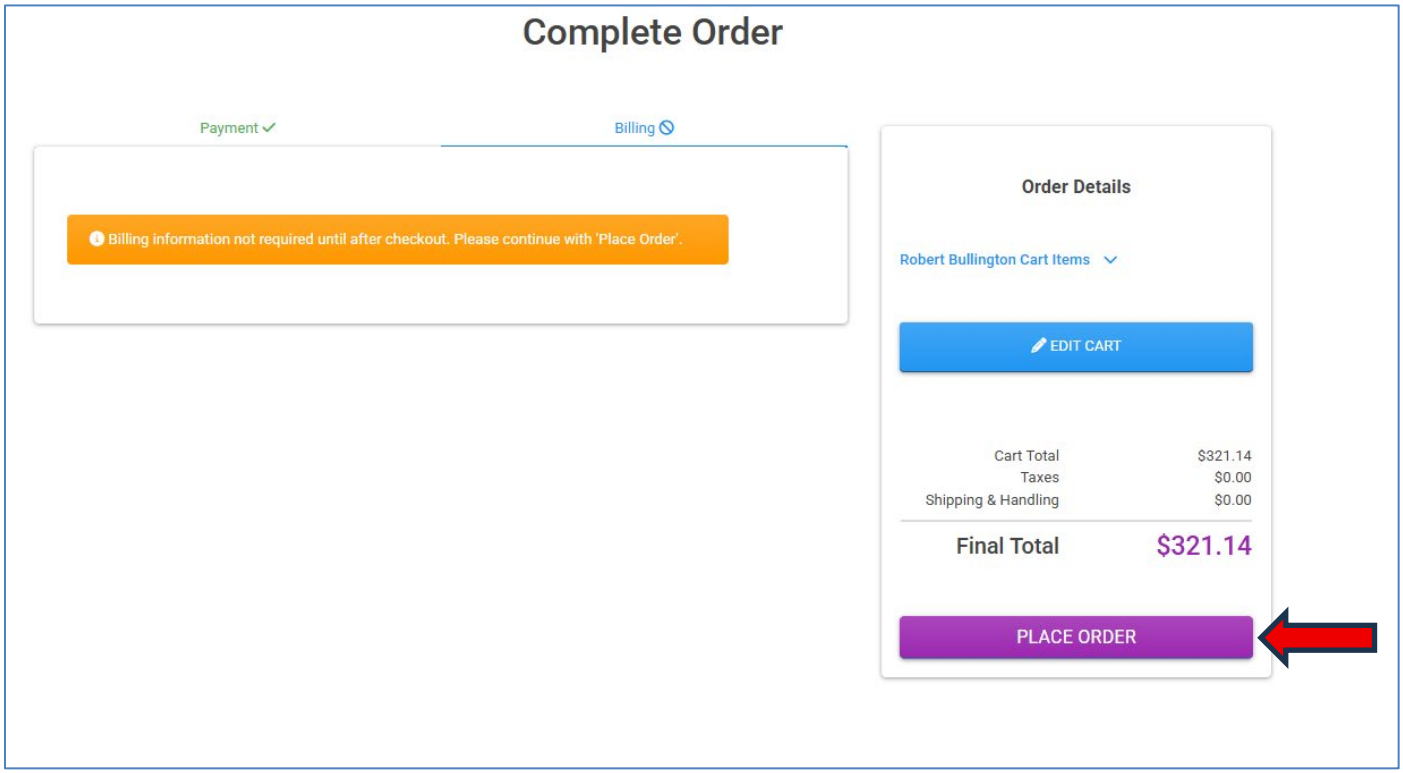


Step 8 – On the **Complete Order** page, you can choose to pay by credit card (fee applies), ACH (no fee), or to be billed for payment (no fee). If you choose BILL ME you can pay via credit card or ACH at a later time or print the invoice and mail it with a check (no fee).

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

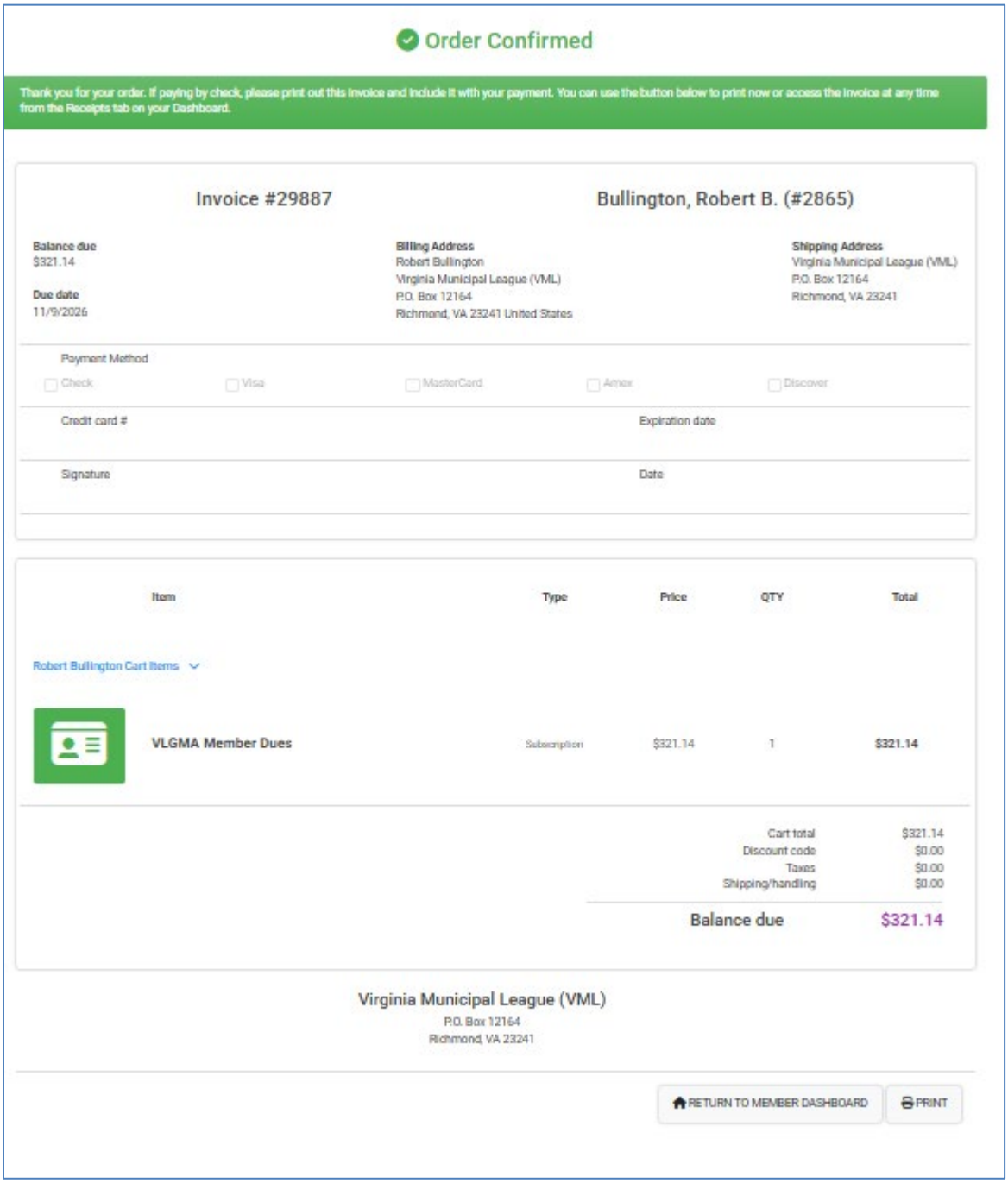


Step 9 – Click PLACE ORDER



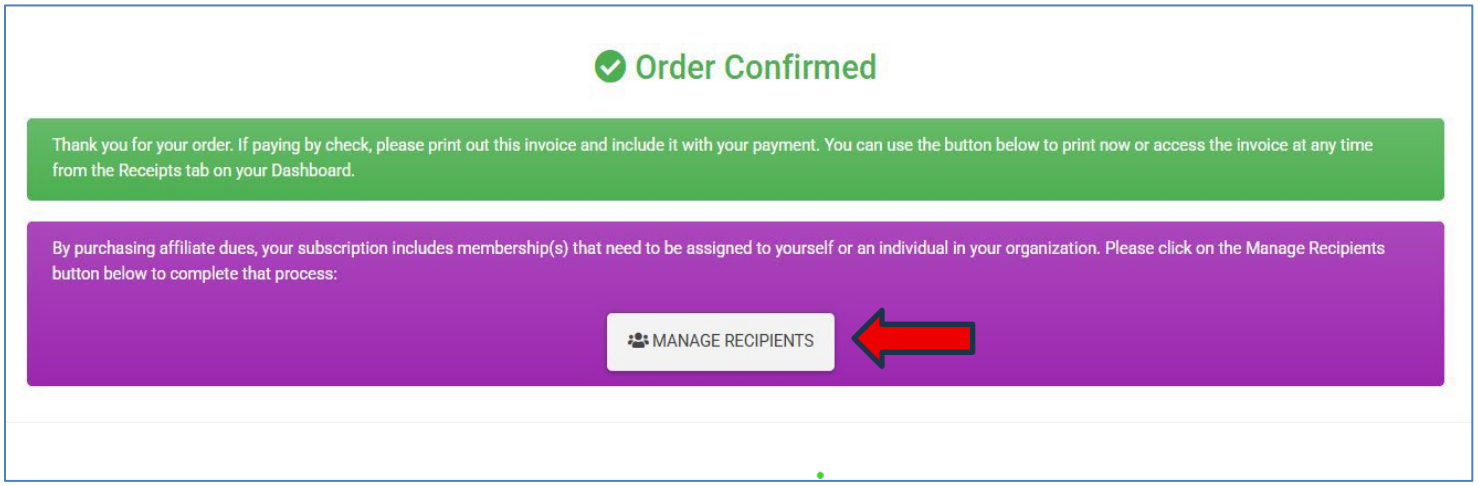
Step 10 – The Order Confirmed page displays (the invoice will show at the bottom of the page).

IMPORTANT: if you purchased a Standard Agency membership (includes 5 memberships) or Large Agency membership (includes 10 memberships) you must now assign the active memberships to people in your organization including yourself. To do so, please proceed to page 9 to continue the instructions.

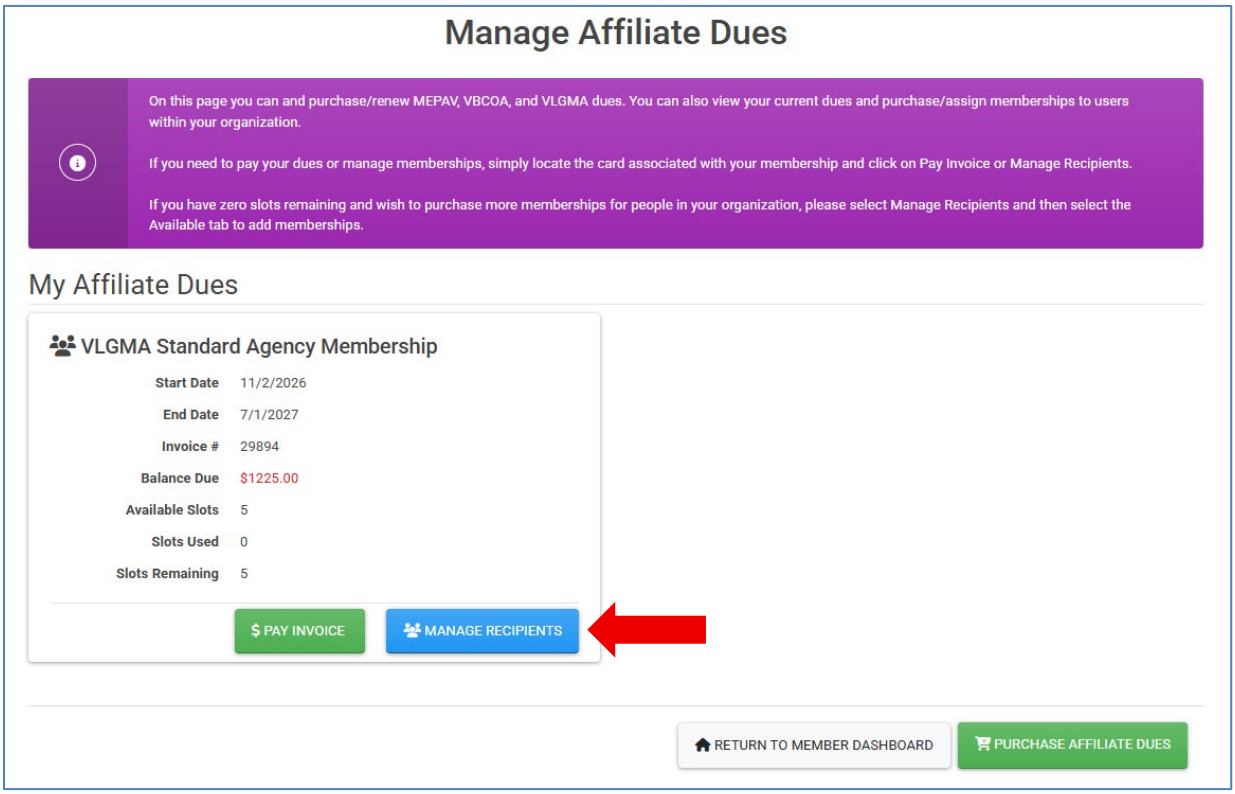


IF YOU PURCHASED A STANDARD AGENCY MEMBERSHIP (INCLUDES 5 MEMBERSHIPS) OR LARGE AGENCY MEMBERSHIP (INCLUDES 10 MEMBERSHIPS) YOU MUST NOW ASSIGN THE ACTIVE MEMBERSHIPS TO PEOPLE IN YOUR ORGANIZATION INCLUDING YOURSELF.

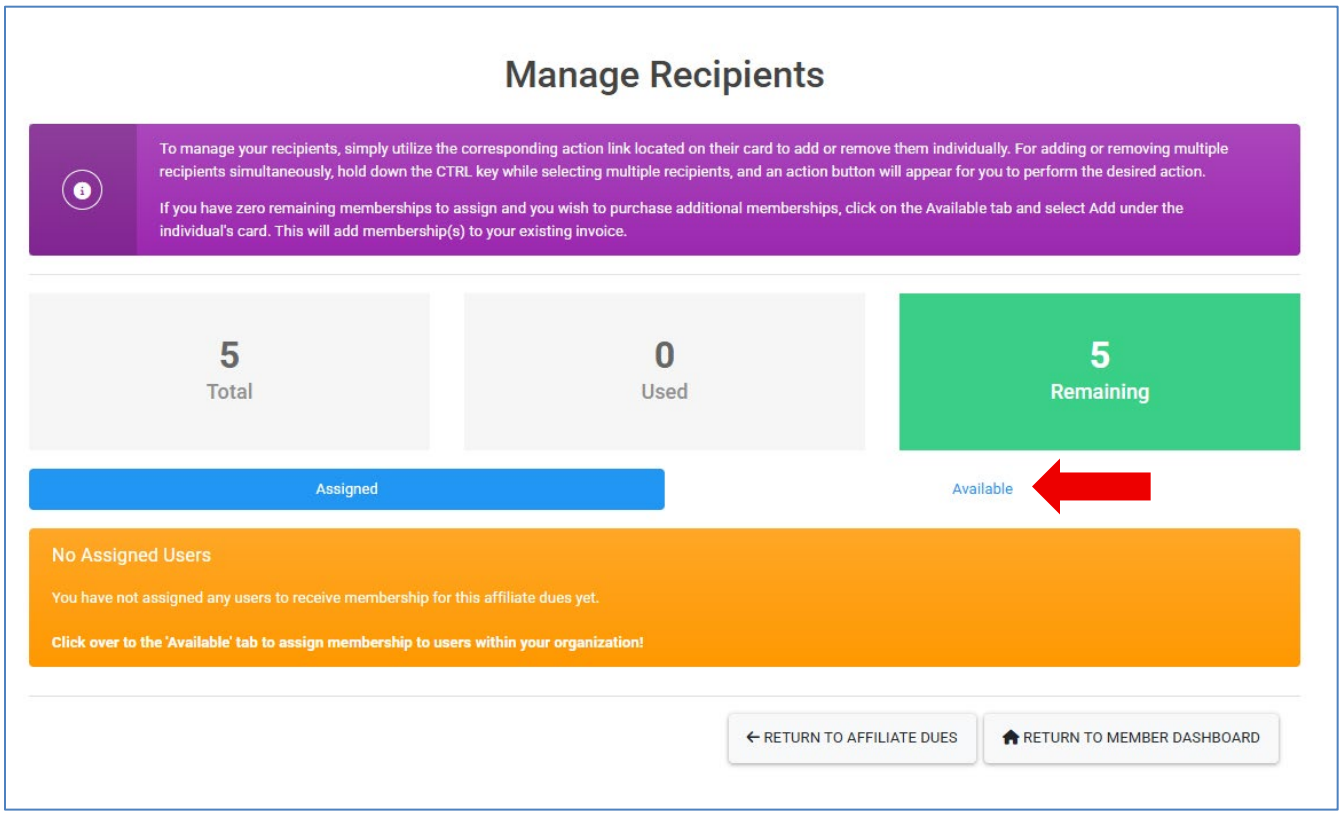
Step 11 – Click on the MANAGE RECIPIENTS button. **NOTE** – You can always return to the MANAGE RECIPIENTS page by going to your Dashboard and selecting the Affiliate Dues tab.



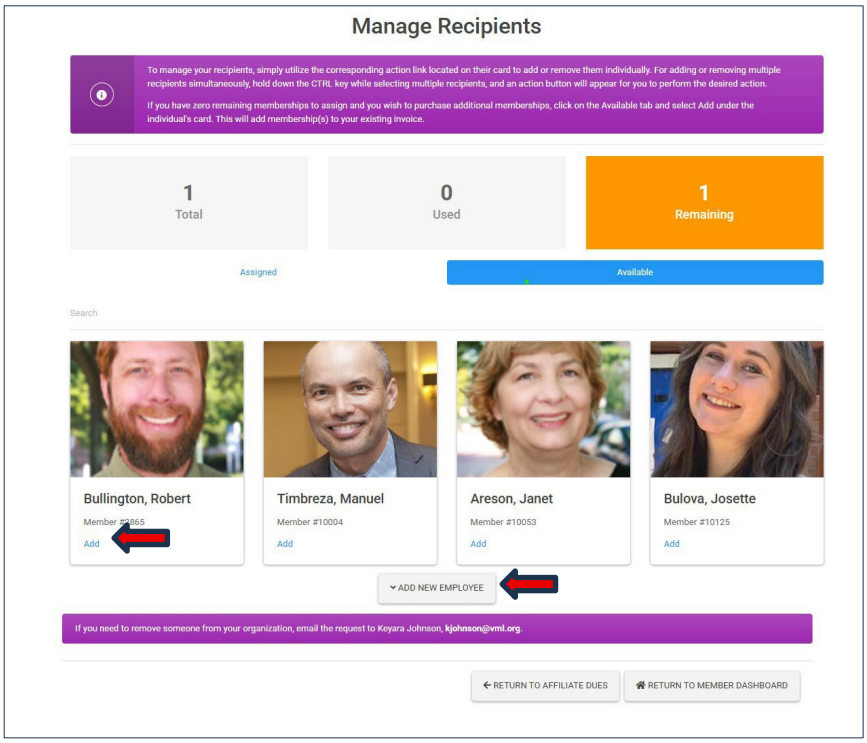
Step 12 – On the Manage Affiliate Dues page, click MANAGE RECIPIENTS



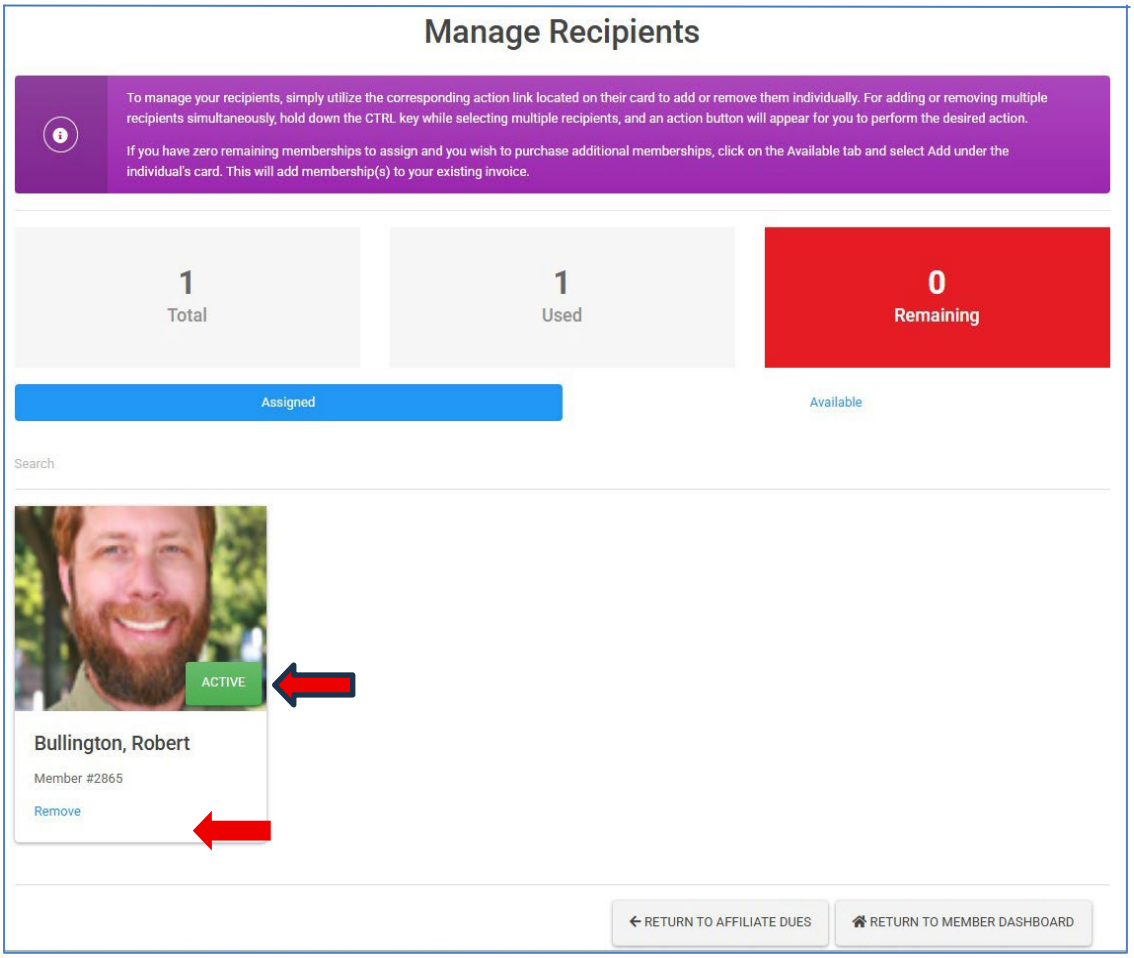
Step 13 – On the Manage Recipients page click the AVAILABLE tab.



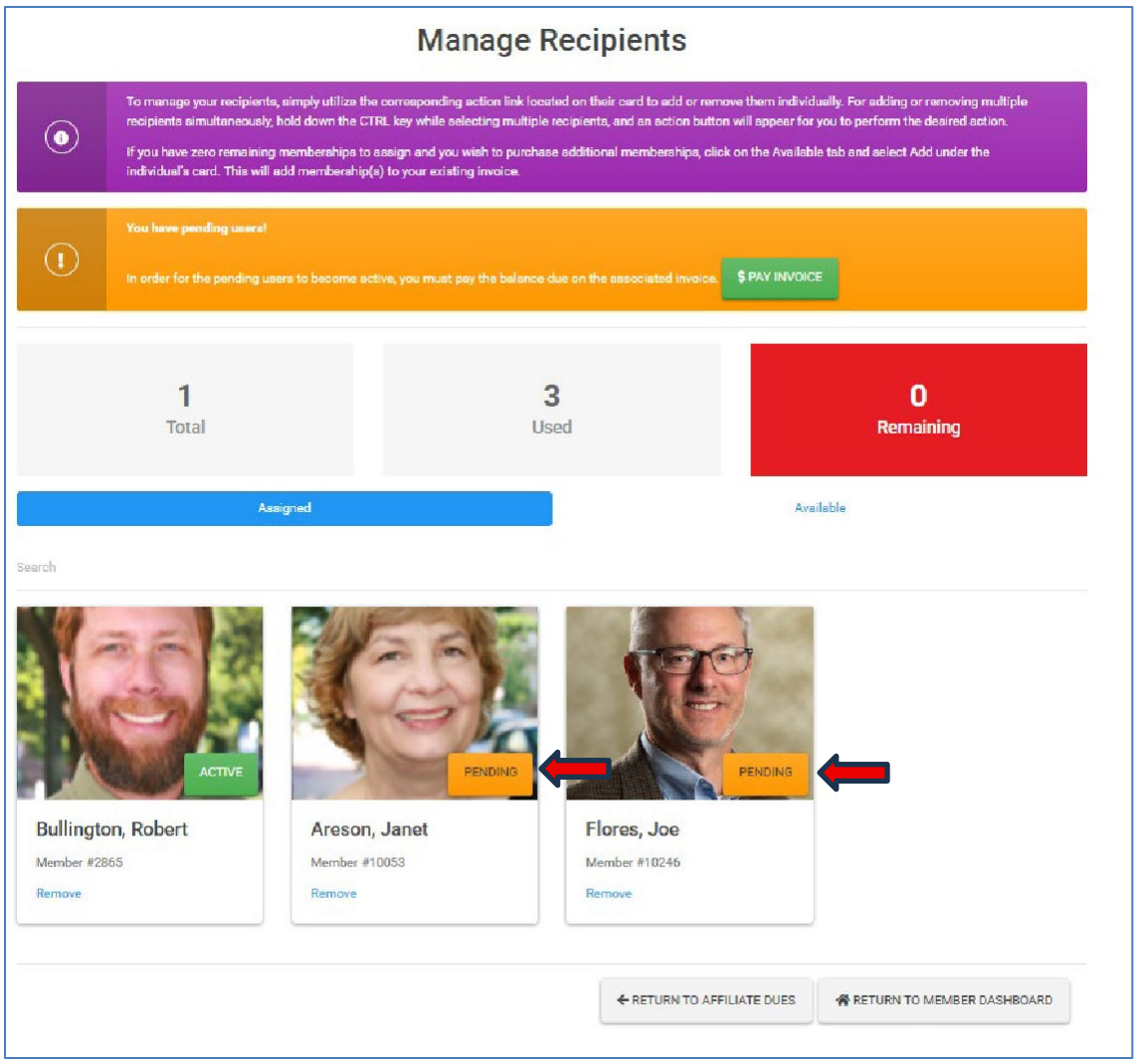
Step 14 – On the Available tab you can select the person to receive the membership included with your subscription. Click ADD in their card to select that person. If the person you would like to receive the membership is not listed on the page, you can use the ADD NEW EMPLOYEE button at the bottom of the page to set up a profile for that person.



Step 15 – 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.



Step 15 – To purchase memberships for other people in your organization, return to the Available tab, and select Add on their card. 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.



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 VLGMA memberships at any time from your DASHBOARD by selecting AFFILIATE DUES and clicking on the MANAGE RECIPIENTS button.