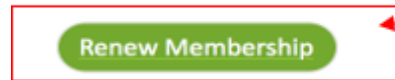


Renewing your organization's LGMA membership for 2018

Please follow the instructions below to renew your organization's LGMA membership for 2018. As the Primary Contact for your organization, you will receive a renewal notice for your organization by email.

Step 1 – Review your organization's 2017 members:

Using **Google Chrome** as your browser, click on the 'Renew Membership' link in the Renewal Email you receive from LGMA. Your web browser will open and you will be directed to the LGMA membership website.



Click this link to
renew your
organization's

Step 2 – Renew or add people to your membership for 2018:

Under the **Employees currently not included** tab is a list of members within your organization that are up for renewal. You can add any or all employees from the 2017 list.

If there are employees no longer with your organization, please provide the following information to office@lgma.ca.

- The employee name, date they left the organization and if they have gone to another local government, including the name of the organization.

If you have new employees to add to your 2018 membership please provide the following information to office@lgma.ca.

- The employee name, job title, email address and phone contact.

New employee information will be added by LGMA staff and you will be contacted to continue the renewal process.

Once you have reviewed and selected the list of employees you would like to renew for 2018, **click the 'Submit Membership Purchase' button.**

Step 3 – Receive your membership invoice for payment:

An invoice for membership payment will appear. Review your invoice and named members, and proceed to payment.

If you need to make additional changes, click 'Cancel Purchase'. You can return to the form by clicking the 'Renew Corporate Membership' link in the renewal email you received.

You may pay by credit card or cheque. You will receive your receipt (credit card payment) or invoice (cheque payment) by email after clicking 'Submit Payment'.

Congratulations – you have successfully renewed your LGMA organizational membership for 2018! On behalf of the Board and staff at LGMA, we thank you for your membership renewal and look forward to supporting you in 2018.