



Important Information to Help You With LGMA Provincial Membership Renewal

You are receiving this email because you have been identified as the primary contact for your organization. This email provides an overview to help you with your organization's Provincial Membership renewal in 2019 (*Please note:* this membership renewal is separate from your regional chapter membership).

If you have questions about LGMA Provincial Membership, the renewal process, or accessing your [LGMA MyAccount](#), you can reach Janet Hawkins, LGMA Administrative Assistant, by email (jhawkins@lgma.ca) or by phone (250.383.7032 ext. 225).

LGMA Provincial Membership Fees

LGMA Provincial Membership is open to any person who is employed by or under contract directly or indirectly with a local government or with a First Nation in British Columbia.

- 1 to 4 members: \$300.00 (plus GST) per member
- 5 to 9 members: \$260.00 (plus GST) per member
- 10 or more members: \$225.00 (plus GST) per member

New for 2019 - First Time Members: If you have employees that have never had an LGMA membership, you can purchase a First Time Membership for \$150 and they will receive a \$150 voucher towards attending an LGMA program in 2019.

Renewing your organization's LGMA membership for 2019

Please follow the instructions below to renew your organization's LGMA Provincial Membership for 2019.

Step 1: Review your organization's members:

Contact the Janet Hawkins (jhawkins@lgma.ca) for your membership renewal link.

Your web browser will open and you will be directed to the LGMA membership website. If your web browser does not open, copy and paste the link directly into **Google Chrome** (This link *will not work* with Internet Explorer).

Step 2: Renew or add people to your membership for 2019:

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 list.

The screenshot shows the LGMA website interface. At the top, there is a navigation bar with links: HOME, LGMA MAIN SITE, UPCOMING EVENTS, MEMBERSHIP, LGMA MANUALS, ADVERTISING, CONTACT US. Below this is the 'LGMA FORUM' section. The main content area is titled 'Respond' and contains a 'Membership Purchase' form. The form includes fields for 'Company Name', 'Membership Type' (set to 'Local Government Member'), and 'Membership Period(s)' (set to 'January 7th 2019 - December 31st 2019'). Below the form, there is a 'Company' section showing 'Membership Expiry Date: December 31 2018' and 'Membership Status: EXPIRED'. There are two tables: 'Employees to Renew: January 7 2019 - December 31 2019' and 'Employees not currently included'. The first table has columns for Name, Membership Type, and Expiry Date. The second table has columns for Name, Membership Type, Expiry Date, and an 'Add' button. At the bottom right of the form area, there is a blue 'Add all employees' button and a green 'Submit Membership Purchase' button.

Please note: if there are employees you would like to add to your 2019 LGMA Provincial Membership who not showing up on your list of employees, please provide the following information to jhawkins@lgma.ca: The employee name, job title, email address and phone contact. These employees will be added by LGMA staff and you will be contacted to continue the renewal process.

If the list includes employees that are no longer with your organization, please provide the following information to jhawkins@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.

Once you have reviewed and selected the list of employees you would like to renew for 2019, **click the 'Submit Membership Purchase' button.**

This is a close-up screenshot of the 'Submit Membership Purchase' button from the previous screenshot. The button is green with white text and is circled in red. It is located at the bottom right of the form area.

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 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 Provincial Membership for 2019! On behalf of the Board and staff at LGMA, we thank you for your membership renewal and look forward to supporting and celebrating our [100th Anniversary](#) with you in 2019.



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