



2014 Renewal Instructions

- Begin by logging into the IPRA website at <http://www.ilipra.org> - if you have never logged on to the website, your user name is your email address all lower case, and your password is ipra all lower case.
- On your profile page, you can view your contact information, pay open invoices, view our events calendar and read news updates. Scroll to the bottom of the screen under Accounting Information. In the Accounting information section you can view your renewal quote for membership renewal (or any open purchase orders). You can click on the invoice and proceed to the payment screen.
- If you want to pay renewals or invoices for additional staff, click on the view organization icon which is located under your name and photo. From your agency profile, scroll to the bottom of the screen to the Accounting Information section. Click on the box that reads show related invoices. You can select to pay the membership that you want to renew, and proceed to checkout.
- In order to view and pay agency invoices, you must be logged into the site as a member. If you have an employee who will be managing online renewals and he is not a member, we suggest that he login under a member's account and from their profile, view and pay the agency open invoices.
- If you wish to purchase IPRA memberships for new staff, please contact Sheila Mulvey at Sheila@ilipra.org.
- Please use this time to review your contact information and ensure that your information displays properly.