Written by AKA Tuesday, 15 March 2011 23:15

#### **Quick Instructions:**

Login to the website
Click on "View Your Profile"
Click on the "Memberships" tab
Make your selection and click the button at the bottom of the page.
Follow the instructions to complete the process.

#### **Detailed Instructions:**

To have self-service access to your AKA account, the AKA must have an email for you that is unique (within our website) to you. If your account was automatically created for you as part of the migration to the new AKA website it is possible the AKA only had one email address on file for your whole household. Your email must be unique in the system before you can renew via self-service.

Family memberships are renewed from the account of the primary member for your household. This is typically the name that is on your Kiting Magazine label. Keep reading to find out how to verify you are the primary member in your household.

# Log into AKA Website:



Sign into the AKA website using the Club House Login module. If you do not know your login information

# **View Your Profile**



Once you are logged in, click on the "View my Profile" link that now shows in the Club House Login M

Wait for your profile to load and all the tabs to appear (this may take a moment)

## Are you the Primary Member?

If there are multiple AKA members in your household, check to make sure you are the primary member by clicking on the "My AKA Info" tab



If you are the primary member your "Membership Class" will be "REGULAR", or "SPONSOR". You are a Family member if your Membership Class is "FAMILY". The "Family Id" field contains the pilots number of the primary member for the household. Renewals must be done from the primary members account.

Additionally the primary member of a household will have a "Family Settings" tab. This tab will list the name of family members associated with this account. You should make a note of how many family members you have associated with your account so that you know how many to renew.

# **Membership Options**

Click on the "Memberships" tab



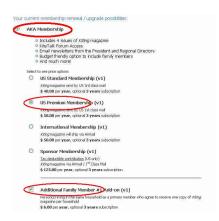
In the upper half of the tab you will see your current membership "subscription".



Written by AKA Tuesday, 15 March 2011 23:15

If your current "subscription" has a "Renew Now" option displayed select it by clicking on each subscription item you wish to renew. Make sure you renew all items in your subscription plan.

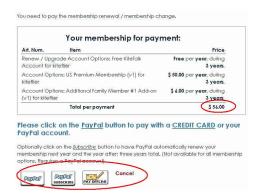
If your current subscription does not allow renewal select a new subscription plan.



**Important note** for AKA members who were part of the migration to the new AKA Website. The first time you renew after the system change, your new "subscription" will start on the day you renew NOT the day after your previous "subscription" expires. We suggestion you wait until you are within a few days of expiring. We apologize for the inconvenience.

## **Payment Options**

Once you have made your selections, scroll to the bottom of the page and click on the button. The payment selection page will be displayed. Verify that the price for the year is correct.



Next you need to choose your payment options.

PAYPAL	use this option to pay with the care a	. This is a one time payn
PAYPAL SUBSCRIBE	use this options to authorize a PayPal Subscription	n. PayPal will make one p
PAY OFFLINE	If you would prefer to mail a check select this option	n, print the form that is di

#### How to Renew your AKA Membership

Written by AKA Tuesday, 15 March 2011 23:15

## **Payment Processing**

Click on the payment option you would like to use. The next screen that appears will be PayPal's. Follow the instructions on the page to process your payment. When your payment is complete you will be returned to the AKA website. You can view your "Memberships" tab on your profile to verify that your membership has been renewed. You will also receive an email from PayPal verifying you payment and one email from the AKA for each account that you renewed.