




Organizational or Public Membership Dues Renewal Process

The organizational membership dues renewal invoice is posted to your administrator profile. There are various options for paying your renewal, depending on your internal processes.

To view and pay the renewal invoice:

- Log in to your profile and select “Renew Your [membership type] Membership,” located inside your Organizational Membership tile.

 **Organizational Membership**

Your account has an active membership.

Public


- Join Date - 7/29/2025
- Expiration Date - 12/31/2025

Section Affiliation: Region 1 Unaffiliated - Public Member 4th Quarter Testing Company - Public

Your account has an unpaid dues item.

☒ [Renew Your Public Membership](#)

- You are taken to the Membership Renewal Summary

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Membership Renewal Order Summary

Please add the below membership renewal order to your cart.

Member Type	Term
Public	1/1/2026 to 12/31/2026

Product	List Price	Your Price	Qty	Total
PUBL ORG Additional Slot Renewal 2026 Dues	\$157.50	\$157.50	2	\$315.00
PUBL ORG Renewal 2026 Dues	\$1,575.00	\$1,575.00	1	\$1,575.00



[Edit Roster](#) [Add to Cart](#)

Subtotal: \$1,890.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

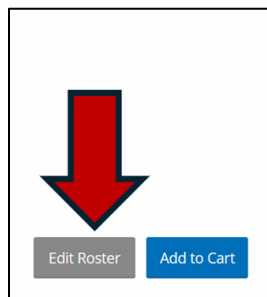
Total: \$1,890.00

It is essential to understand the breakdown of the product lines:

- The product with “Renewal Dues” in the name and a quantity of 1 represents the base membership of 10 members (1 = 10).
- The product with “Additional Slot” in the name will show a quantity of anything over the base.
- To calculate the renewal total, add 10 + the quantity listed for the additional slot line. For the example given above, this order is for 12 members.

- If you wish to renew the total listed, select “Add to Cart” and follow prompts to pay

To adjust your roster members from your renewal order, select “Edit Roster.”



- All current roster members are selected by default:

Included Roster Members			
	Name	Date Affiliated	End Date
<input checked="" type="checkbox"/>	alice test	10/1/2025	N/A
<input checked="" type="checkbox"/>	Anita Certification	10/1/2025	N/A
<input checked="" type="checkbox"/>	bob test	10/1/2025	N/A
<input checked="" type="checkbox"/>	Christopher Lacey	10/1/2025	N/A
<input checked="" type="checkbox"/>	Daniel James	10/1/2025	N/A
<input checked="" type="checkbox"/>	Formality Testing	7/28/2025	N/A
<input checked="" type="checkbox"/>	Future Tester	10/1/2025	N/A
<input checked="" type="checkbox"/>	Julie McTest	10/1/2025	N/A
<input checked="" type="checkbox"/>	Leo Tester	10/1/2025	N/A
<input checked="" type="checkbox"/>	Public Affiliation Test	10/1/2025	N/A
<input checked="" type="checkbox"/>	Rob College	10/1/2025	N/A
<input checked="" type="checkbox"/>	Zero Cartman	10/1/2025	N/A
<input type="button" value="Update"/>			

- Uncheck the person(s) you want to exclude from renewal and select “Update”

Included Roster Members

	Name	Date Affiliated	End Date
<input checked="" type="checkbox"/>	alice test	10/1/2025	N/A
<input type="checkbox"/>	Anita Certification	10/1/2025	N/A

+ [Update](#)

- When you return to the Renewal Summary, the total will automatically update:

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Product	List Price	Your Price	Qty	Total
PUBL ORG Additional Slot Renewal 2026 Dues	\$157.50	\$157.50	1	\$157.50
PUBL ORG Renewal 2026 Dues	\$1,575.00	\$1,575.00	1	\$1,575.00

Subtotal: \$1,732.50
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$1,732.50

[Edit Roster](#) [Add to Cart](#)

- If you’re ready to renew with the adjustments, select “Add to Cart” and follow prompts to pay
- If you want to make more adjustments, select “Edit Roster” and uncheck the roster members you want to remove and select “Update.”

Included Roster Members

	Name	Date Affiliated	End Date
<input checked="" type="checkbox"/>	alice test	10/1/2025	N/A
<input type="checkbox"/>	Anita Certification	10/1/2025	12/31/2025
<input checked="" type="checkbox"/>	bob test	10/1/2025	N/A
<input checked="" type="checkbox"/>	Christopher Lacey	10/1/2025	N/A
<input type="checkbox"/>	Daniel James	10/1/2025	N/A
<input checked="" type="checkbox"/>	Formality Testing	7/28/2025	N/A
<input checked="" type="checkbox"/>	Future Tester	10/1/2025	N/A
<input checked="" type="checkbox"/>	Julie McFest	10/1/2025	N/A
<input type="checkbox"/>	Leo Tester	10/1/2025	N/A
<input checked="" type="checkbox"/>	Public Affiliation Test	10/1/2025	N/A
<input checked="" type="checkbox"/>	Rob College	10/1/2025	N/A
<input type="checkbox"/>	Zero Cartman	10/1/2025	N/A

[Update](#)

- The Renewal Summary will be adjusted accordingly and will never be less than the base product of 10 roster members:

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Membership Renewal Order Summary

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Public	1/1/2026 to 12/31/2026

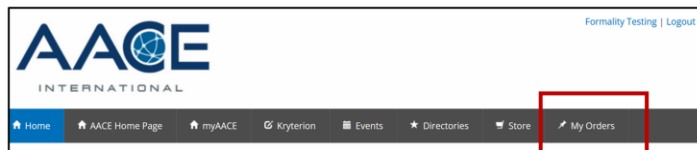
Product	List Price	Your Price	Qty	Total
PUBL ORG Renewal 2026 Dues	\$1,575.00	\$1,575.00	1	\$1,575.00

Subtotal: \$1,575.00
 Discount: \$0.00
 Tax: \$0.00
 Shipping: \$0.00
 Total: \$1,575.00

Edit Roster Add to Cart

To send the renewal invoice to another person to pay:

- Select “My Orders” from the top menu



- By default, your personal order history will display. You’ll need to select the organization name under the “Select an Account” heading:

Open Orders

There are no open orders to display here.

Order History

Order	Order Date	Total
Free Product Order (ORD-31383-L3N3)	09/18/2025	\$0.00

1 Page Size: 10 1 item in 1 page

Clear Filters

Search by Keyword or Code

Select an Account

My Personal Orders

Select an Account

My Personal Orders

Public Member 4th Quarter Testing Company

- Click the hyperlinked order name:

Open Orders						
<input type="checkbox"/>	Order	Order Date	Total	Source	Status	Balance
<input type="checkbox"/>	2026 Dues Renewal (A1) - Public Membership 2026 (ORD-31404-S8X0)	10/01/2025	\$1,575.00		Open	\$1,575.00
Pay Orders			Order Total: \$1,575.00			
			Outstanding Balance: \$1,575.00			

- The invoice with all order details is displayed:

Order Details | ORD-31404-S8X0

BILLED BY:
AAACE International, Inc.
726 East Park Avenue #180
Fairmont, WV 26554
USA
www.aaacei.org
(304) 296-8444
EIN: 74-1675154

PAYMENT OPTIONS:
-Credit Card - Click on Pay Orders button on previous page
-Check (US\$ ONLY) - Mail to address noted above
-ACH or WIRE* -
• US Routing Number: 021200339
• Account Number: 381029028025
• Swift: BOFAUS3N
• Domiciled State: NJ
***All WIRE payments **MUST** include an additional \$45.00 USD fee**
Include **ORDER NUMBER** in payment text

Order Date: 10/01/25

Product	List Price	Your Price	Tax	Qty	Total
PUBL ORG Renewal 2026 Dues	\$1,575.00	\$1,575.00	\$0.00	1	\$1,575.00


Subtotal: \$1,575.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$1,575.00

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[Send Link to Pay](#)

- You can select “Print” to print to a PDF or “Send Link to Pay” to send to the designated person or department:

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- If you select “Send Link to Pay,” your default email will deploy. You’ll have to add the email address, subject details, and any message:

 Send	To	Designated Person Email
	Cc	
	Bcc	
	Subject AACE Membership Renewal Payment Link	
<p>Hello.</p> <p>Please use this link to pay our AACE International membership renewal for 2026. Let me know if you have any questions or need more information.</p> <p>Thank you. Company Admin</p> <p>https://aaceuonlineportal.cobalttest.net/Public/Checkout/OrderSummary.aspx?id=D2fy5R2g+vAh4k7WW5Q5noW1XAiwzbiYNYZEO9QUkqZou955frsHKg</p>		

For additional information or questions, contact **membership@aacei.org**.