



## 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.

**IMPORTANT: During dues renewals, DO NOT USE “Remove Contact” from the manage roster page to identify roster members you don’t want to renew.**

**As you go through the steps below, you will have an opportunity to uncheck a roster member that you do not want to renew.**

### 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**

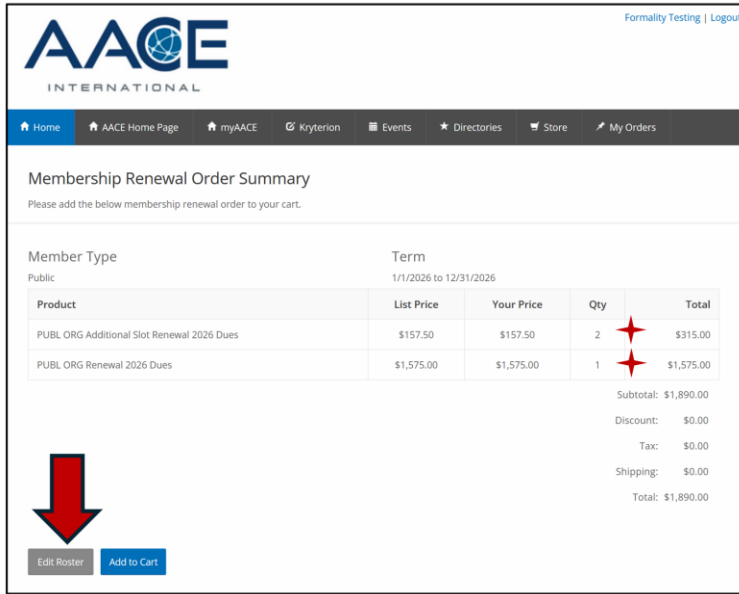
- Join Date - 7/29/2025
- Expiration Date - 12/31/2025

**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                   | Product                                    | List Price | Your Price | Qty | Total      |
|-------------|------------------------|--------------------------------------------|------------|------------|-----|------------|
| Public      | 1/1/2026 to 12/31/2026 | 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 |

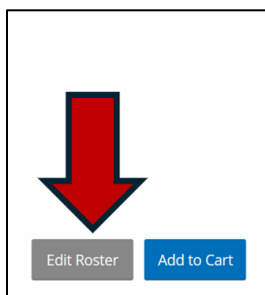
Subtotal: \$1,890.00  
Discount: \$0.00  
Tax: \$0.00  
Shipping: \$0.00  
Total: \$1,890.00

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

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      |

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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### 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   | 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 McCest            | 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

Please add the below membership renewal order to your cart.

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

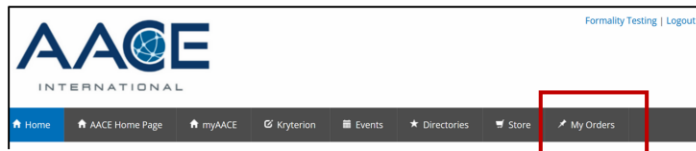
| Product                    | List Price | Your Price | Qty | Total      |
|----------------------------|------------|------------|-----|------------|
| PUBL ORG Renewal 2026 Dues | \$1,575.00 | \$1,575.00 | 1   | \$1,575.00 |

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

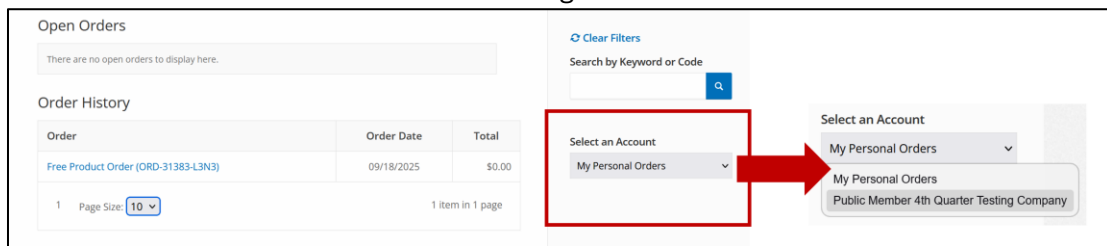
[Edit Roster](#) [Add to Cart](#)

## To send the renewal invoice to another person to pay:

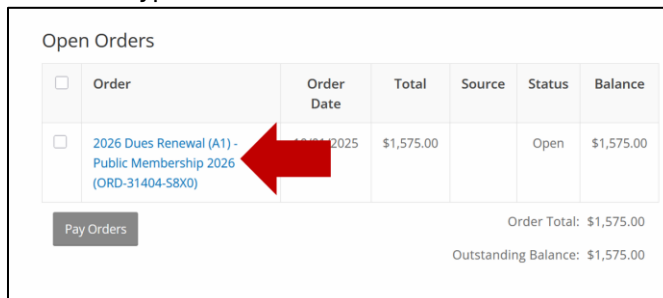
- Select “My Orders” from the top menu



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



- Click the hyperlinked order name:



- The invoice with all order details is displayed:

Order Details | ORD-31404-S8X0

**BILLED BY:**  
 AACE International, Inc.  
 726 East Park Avenue #180  
 Fairmont, WV 26554  
 USA  
 www.aacei.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

Back Print 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:

Back Print Send Link to Pay

- 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

Hello.

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.

Thank you.  
 Company Admin

<https://aaceuatonlineportal.cobalttest.net/Public/Checkout/OrderSummary.aspx?id=D2fy5R2q+yAh4k7VW5Q5noW1XAiwzbiYNYZEO9QUkqZou955frsHKg>

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