



Regular or Retired Membership Dues Renewal Process

The dues renewal invoice is posted to your AAACE 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 the Membership tile.

A screenshot of the AAACE Membership tile. At the top, there is a header with a document icon and the word "Membership". Below this, it says "You have an active membership." Under the heading "Regular", there are three bullet points: "Join Date - 9/17/2003", "Last Renewal Date - 1/1/2025", and "Expiration Date - 12/31/2025". Below these, it says "Section Affiliation: Region 2 Unaffiliated - Paul Testing - Regular". There is a link "Update Section Affiliation". Below that, it says "You have an unpaid dues item." At the bottom, there is a red-bordered box containing a checkmark icon and the text "Renew Your Regular Membership".

Membership

You have an active membership.

Regular

- Join Date - 9/17/2003
- Last Renewal Date - 1/1/2025
- Expiration Date - 12/31/2025

Section Affiliation: Region 2 Unaffiliated - Paul Testing - Regular

[Update Section Affiliation](#)

You have an unpaid dues item.

☒ [Renew Your Regular Membership](#)

- You are taken to the Membership Renewal Summary

A screenshot of the AAACE Membership Renewal Order Summary page. The page has a header with the AAACE International logo and a navigation bar with links: Home, AAACE Home Page, myAAACE, kryterion, Events, Directories, Store, and My Orders. The main heading is "Membership Renewal Order Summary" with a subtext "Please add the below membership renewal order to your cart." Below this, there is a table with columns: Product, List Price, Your Price, Qty, and Total. The table has one row: "REG Renewal 2026 Dues" with a list price of \$215.00, your price of \$215.00, and a quantity of 1. To the right of the table, there is a summary of costs: Subtotal: \$215.00, Discount: \$0.00, Tax: \$0.00, Shipping: \$0.00, and Total: \$215.00. At the bottom left, there is a large red arrow pointing down to a blue button labeled "Add to Cart".

AAACE INTERNATIONAL

Paul Testing | Logout


Home AAACE Home Page myAAACE kryterion Events Directories Store My Orders

Membership Renewal Order Summary

Please add the below membership renewal order to your cart.

Product	List Price	Your Price	Qty	Total
REG Renewal 2026 Dues	\$215.00	\$215.00	1	\$215.00

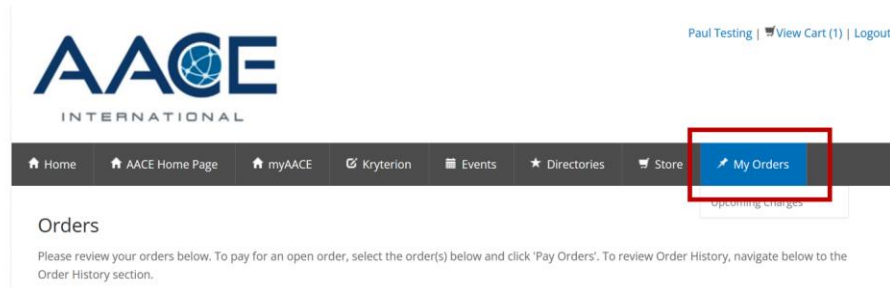
Subtotal: \$215.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$215.00

 [Add to Cart](#)

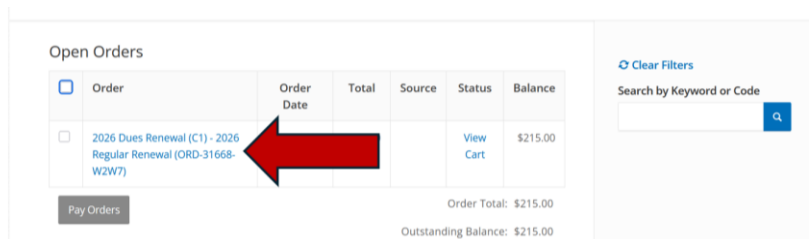
- If you're ready to pay with a credit card, select “Add to Cart” and follow prompts to pay

To send the renewal invoice to another party to pay (e.g., company, human resources, etc.):

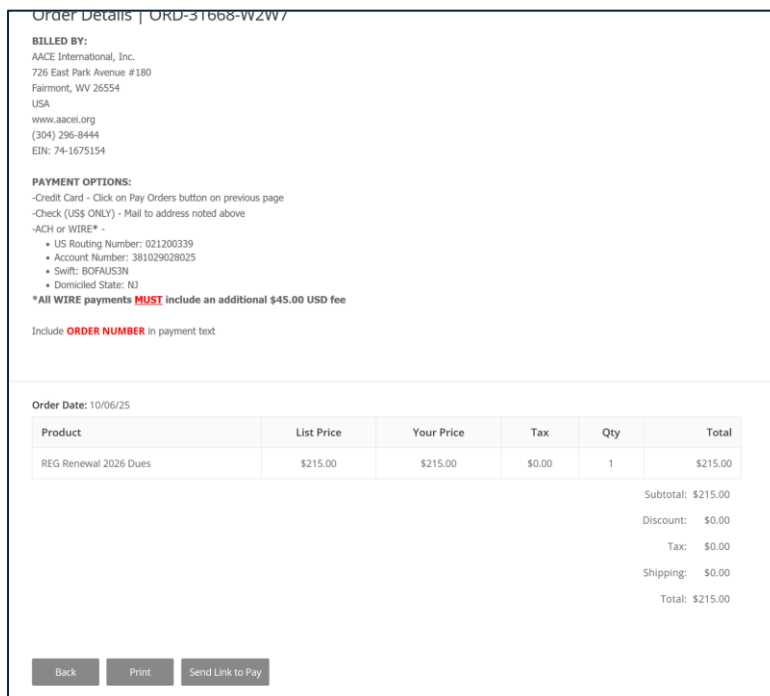
- Select “My Orders” from the top menu



- Click the hyperlinked order name:



- The invoice with all order details is displayed:



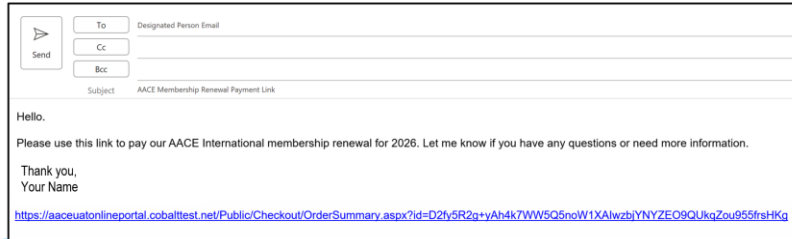
- You can select “Print” to print to a PDF or “Send Link to Pay” to send to the designated person or department:



Back Print Send Link to Pay

Total: \$215.00

- 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 AAE 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,
Your Name

<https://aaceuonlineportal.cobalttest.net/Public/Checkout/OrderSummary.aspx?id=D2fy5R2g+yAh4k7WW5Q5noW1XA1wzbiYNYZE09QUkgZou955frsHKg>

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