

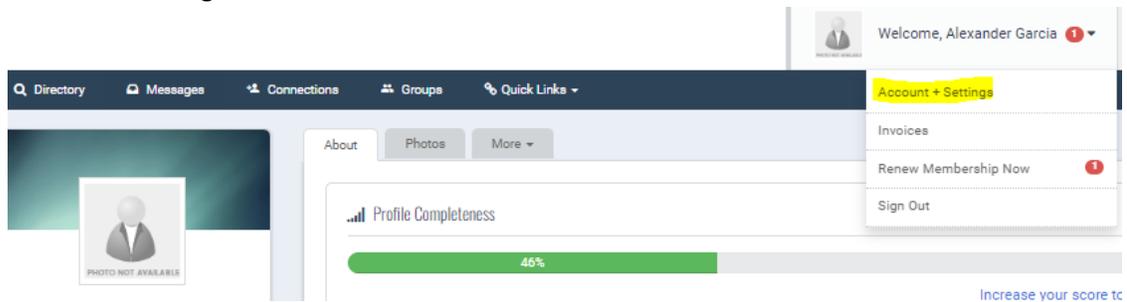
It is time to renew your BOAF/ICC/SFBOA Membership. (Renew Organization)

To Renew Memberships for Organization

- Go to boaf.net and have the user that will be receiving the invoice for organization sign in.
- Click MY PROFILE on top right corner



- Once in your profile, Click the Welcome, (NAME) drop down on the top of page and select Account + Settings

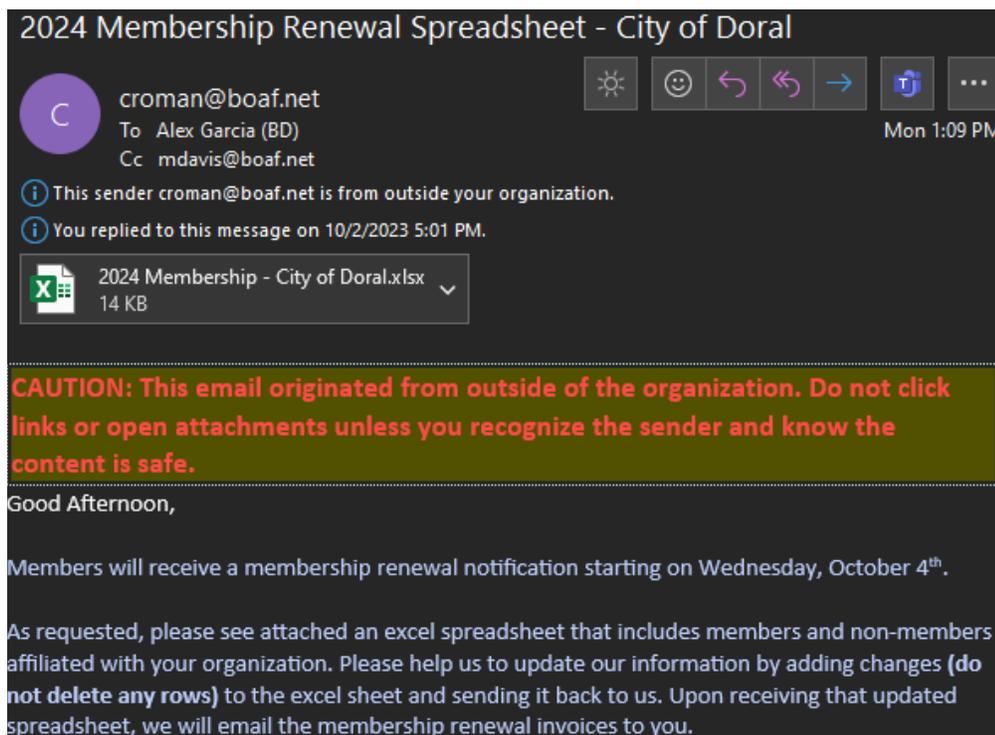


- This will open the About screen under the Profile tab. Scroll down to the Professional Information section and enter the Organization *i.e. City of Doral* and select the drop down box for Dues Invoicing Spreadsheet and select Opt In.

The screenshot shows a 'Professional Information' form. The 'Organization' field is highlighted in yellow and contains 'City of Doral'. Below it are radio buttons for 'Are you self employed?' with 'No' selected. Other fields include 'Your Title' (Deputy Building Official/Chief Building Insp), 'Your Profession' (Government), 'Website' (http://www.cityofdoral.com), 'Address' (8300 NW 53rd Ter.), 'Address Cont.', 'City/Town' (Doral), 'Postal Code' (33166), 'Phone' (3055936700), and 'Fax' (3054706850). At the bottom, the 'Dues Invoicing Spreadsheet' field is highlighted in yellow with a dropdown menu set to 'Opt In'. A note below reads: 'Opting in will enable BOAF staff to send a dues spreadsheet for the annual BOAF membership'.

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- The user will be receiving an email from **BOAF** with an Excel spreadsheet containing all current and past members of the organization. Included in the email are instructions on how to add, delete and update the members and type of membership for the members in your organization. Send the completed spreadsheet back and you should be receiving an invoice for all 2024 members in your organization.



- You may send the receipt to sfboaexecboard@gmail.com or bring to next live meeting.