To Renew Memberships for Organization

- Go to <u>boaf.net</u> 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

					Welcome, Alexander Garcia 🚺 🔻
Q Directory	🗅 Messages 🔹	L Connections	🛎 Groups	% Quick Links +	Account + Settings
		About	About Photos More +	Invoices	
	-				Renew Membership Now 🥚
5		at f	Profile Complete	eness	Sign Out
PHOTO NO	D NOT AVAILABLE			45%	
					Increase your score to

• 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.

Professional Information	
Organization	City of Doral
Are you self employed?*	○ Yes
Your Title	Deputy Building Official/Chief Building Inspa
Your Profession	Government
Website	http://www.cityofdoral.com (Start with: "http://")
🔺 Address	8300 NW 53rd Ter.
Address Cont.	
Lity/Town	Doral
🛔 Postal Code	33166
La Phone	3055936700
👗 Fax	3054706850
Dues Invoicing Spreadsheet	Opt in Y Opting in will enable BOAF staff to send a dues spreadsheet for the annual BOAF membership

• 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.

2024 Membership Renewal Spreadsheet - City of Doral						
croman@boaf.net To Alex Garcia (BD) Cc mdavis@boaf.net i) This sender croman@boaf.net is from outside your organizat i) You replied to this message on 10/2/2023 5:01 PM.	※ ③ 5 ≪ → 100 Mon 1:09 Pl tion.					
2024 Membership - City of Doral.xIsx 14 KB						
CAUTION: This email originated from outside o links or open attachments unless you recognize content is safe.	f the organization. Do not click e the sender and know the					
Good Afternoon,						
Members will receive a membership renewal notification	starting on Wednesday, October 4 th .					
As requested, please see attached an excel spreadsheet t affiliated with your organization. Please help us to update not delete any rows) to the excel sheet and sending it ba spreadsheet, we will email the membership renewal invo	that includes members and non-members e our information by adding changes (do lick to us. Upon receiving that updated lices to you.					

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