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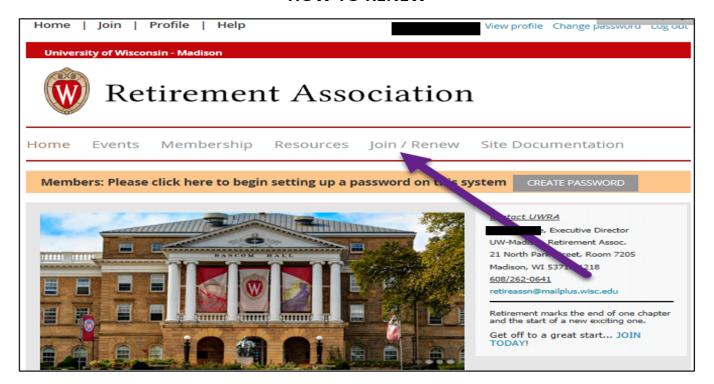
# Welcome

## to

# https://UWRAmadison.org



### **HOW TO RENEW**



 Renew online and pay online

### OR

 Renew online and pay by check with invoice

### OR

 Print membership application / renewal form and mail with check Home > Join / Renew > Renew

### Membership Renewal

The membership year begins July 1st and ends June 30th. Renewal reminders are sent each Spring to members whose membership is expiring.

### **Membership Options**

You may renew at your current level or select a different level from our many membership options.

<u>All members</u> receive a multi-colored digital version of The Sifter newsletter monthly (September-June). Members may elect to receive a black and white paper version as an "add-on" membership benefit for an additional subscription fee. To subscribe to a printed version of *The Sifter*, visit UWRAmadison.org / Store.

ANNUAL - \$30	
BARGAIN - \$150	Get 6 years for the price of 5!
LIFE - \$400	One household member must be receiving Wisconsin Retirement System annuity.
OUT OF AREA -\$15	Living in zip codes other than 535xx, 537xx, 539xx.
OUT OF AREA BARGAIN - \$75	Get 6 years for the price of 5 if living in zip codes other than 535xx, 537xx, 539xx.
NOT VET PETIPED - \$15	

### Renew

If you would like to change your Membership Level before renewing, reply to your membership renewal notice email or contact our office at retireassn@mailplus.wisc.edu. In the email, please indicate the membership level you wish to renew at. A new invoice reflecting the change will be emailed to you. Then choose Renew Online, below, to renew at the changed membership level.

There are two ways to renew your membership to UW Madison Retirement Association

- Renew Online (This will take you to your Profile page, if you're logged in, otherwise you will be asked to log in. The RENEW button is only available during the Renewal period.)
- Renew by mailing in the membership renewal form

### **Payment Options**

You will be given the option to either pay your dues online with your credit card or pay by check made out to **UW-Madison Retirement Association** and mailed to:

UW-Madison Retirement Association 21 North Park Street, Room 7205 Madison, WI 53715-1218

### Page 1

Home > Join / Renew > Renew Membership Renewal You may renew at your current level or select a different level from our many membership options. All members receive a multi-colored digital version of The Sifter newsletter monthly (September-June). Members may elect to receive a black and white paper version as an "add-on" membership benefit for an additional subscription fee. To subscribe to a printed version of The Sifter, visit UWRAmadison.org / Store. ANNUAL - \$30 BARGAIN - \$150 LIFE - \$400 One household member must be receiving Wisconsin Retirement One household member must be receiving Wisconsin Retirement System annulty.

OUT OF AREA -\$15

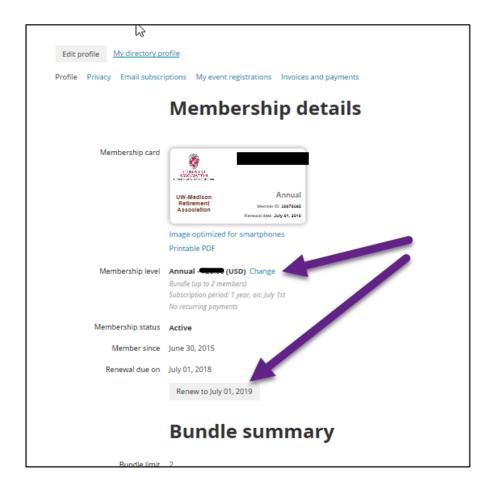
OUT OF AREA BARGAIN - \$75

Get 6 years for the price of 5 if living in zip codes other than 535xx, 537xx, 539xx. NOT YET RETIRED - \$15 If you would like to change your Membership Level before renewing, reply to your membership renewal notice email or contact our office at retireassn@mailplus.wisc.edu. In the email, please indic to the membership level you wish to renew at. A new invoice reflecting the change will be emailed to you. Then choose Renew Online, below, to renew at the changed membership level. membership to UW Madison Retirement Association Renew Online (This will take you to your Profile page, if you're logged in, otherwise you will be asked to log in. The RENEW button is only available during the Renewal period.)

Renew by mailing in the membership rener **Payment Options** You will be given the option to either pay your dues online with your credit card or pay by check made out to **UW-Madison Retirement Association** and mailed to: UW-Madison Retirement Association 21 North Park Street, Room 7205 Madison, WI 53715-1218

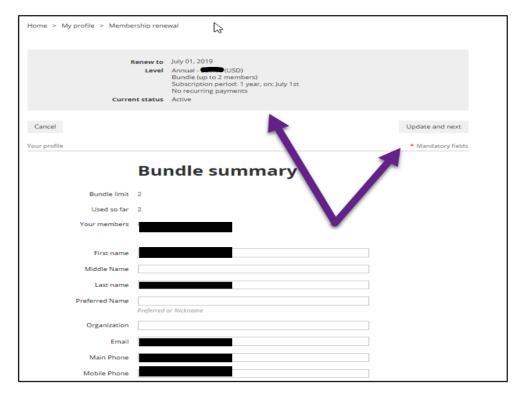
If <u>choice</u> <u>"</u>pay online"

# If choice "pay online" Profile opens Option to change membership level Click <Change> and follow screen prompts If no change, Click <Renew to date...> Note: Date will change dependent on membership level selected



### **RENEW ONLINE AND PAY ONLINE**

### Page 2



Pre-populated form opens

Review your profile and update as needed.

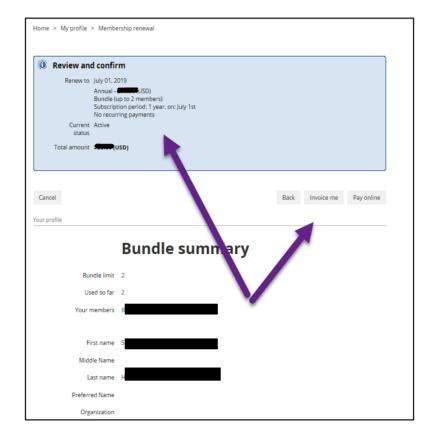
Click <Update and next>

Open page for final review and confirmation

Choice of payment

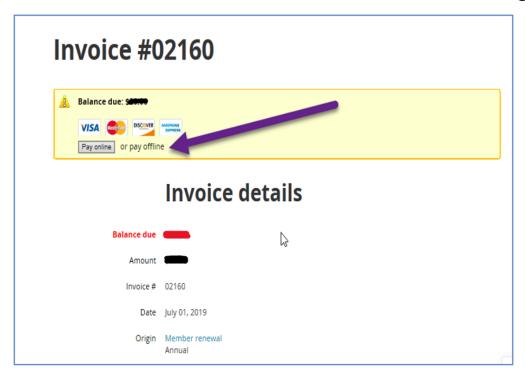
Online (using credit card / PayPal)

Click <Pay online>



### **RENEW ONLINE AND PAY ONLINE**

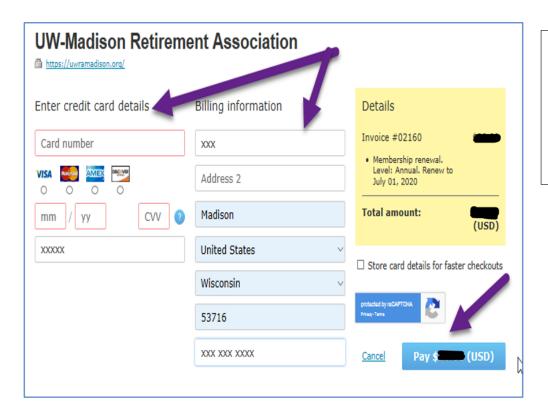
### Page 3



Online payment window open.

Select payment option

Upon payment processing you will receive an email acknowledgement with instructions for completing the renewal process online.



Screen you will see if choosing to pay online.

Enter credit card details and billing information. Then click on "Pay" button.

### **RENEW ONLINE AND PAY BY INVOICE WITH CHECK**

### Page 1

						_
Home Ev	ents Me	mbership	Resources	Join / Renew	Site Documentation	
Home > My pr	ofile > Membe	ership level char	ge			
Select membersh	ip level				<ul> <li>Mandatory fields</li> </ul>	
* Me	mbership level	Subscriptio	to 2 members) n period: 6 years, o	n: July 1st		
		Subscriptio	(USD) to 2 members) n period: Unlimited eiving WRS annuity	ı		
	A	Subscriptio	to 2 members) n period: 1 year, on g payments other than 535, 537,	n: July 1st 539 Zip codes)		
		Subscriptio No recurrir	nin - (USD) to 2 members) n period: 6 years, o g payments other than 535, 537,			
	ote: full price of expecting a refu		rship term will be t	pilled. No refund will be	done. Contact your site administrator if	
Cancel					Next	

Renew online
Profile page opens

Select membership level

Click <Next>

Opens pre-populated form

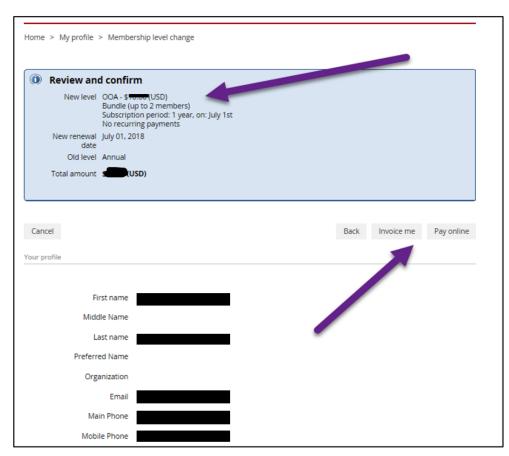
Scroll down your profile to ensure accuracy. Update as needed.

Click < Update and next>

Home > My profile > Membe	ership level change
N	New level OOA - (USD)  Bundle (up to 2 members)  Subscription period: 1 year, on: July 1st  No recurring payments
Cancel	Back Update and next  Mandatory fields
Your profile  First name	S Mandatory fields
Middle Name	
Last name	H
Preferred Name	
Organization	Preferred or Nickname
Email	s
Main Phone	6
Mobile Phone	6
Addr1	5
Addr2	
City	N
State	W

### RENEW ONLINE AND PAY BY INVOICE WITH CHECK

### Page 2



Open page for final review and confirmation

Choice of payment

Online (using credit card / PayPal)

Click <Pay online>

Or

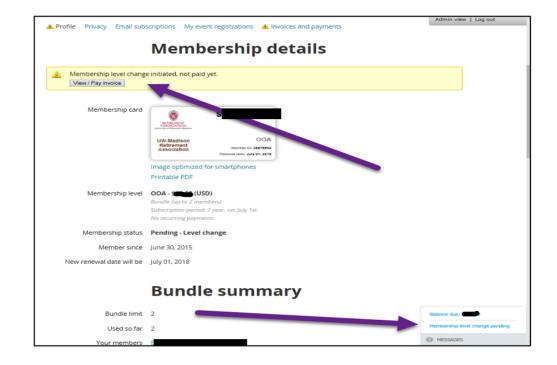
Invoiced and pay by check

If choice

"invoice me"

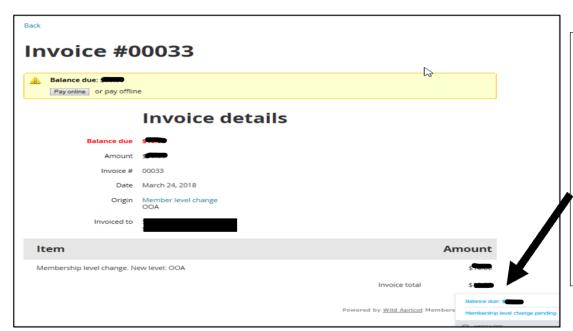
View/Pay invoice button

Message block, bottom right giving information of balance due



### **RENEW ONLINE AND PAY BY INVOICE WITH CHECK**

### Page 3



Sample of invoice

You will see a "reminder" message anytime you are logged in. The message will disappear when payment is received in the UWRA office and processed

You will receive an invoice in your email

Print and write check and mail to UWRA office

Upon receipt, renewal will be entered in the database. You will receive an email acknowledgement with instructions for completing the renewal process online.



# RENEW MAIL-IN PRINTED MEMBERSHIP APPLICATION / RENEWAL FORM WITH CHECK

To renew using membership application / renewal form and mailing a check

Click on link

Home > Join / Renew > Renew

### Membership Renewal

The membership year begins July 1st and ends June 30th. Renewal reminders are sent each Spring to members whose membership is expiring.

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UW-Madison Retirement Association 21 North Park Street, Room 7205 Madison, WI 53715-1218

Membership application / renewal form opens

Print form, complete information, and mail with check to UWRA office.

Upon receipt, renewal will be entered in the database. You will receive an email acknowledgement with instructions for completing the renewal process online.

Name	ssociation Membership Application	Spouse/Partner Name	
Email		Spouse/Partner Email	
Are you retired? Yes No	Year you retired?	Are you retired? Yes No Year you retired?	
Retired from? (Department)		Retired from? (Department)	
ClassificationAcademic Staff	Academic Staff (limited)Faculty (limited)University Staff	ClassificationAcademic StaffAcademic Staff (limited)	University Staf
Home phone	Mobile phone	Mobile phone	
Street Address		City/State Zip Code + 4	
MEMBERSHIP LEVEL OPTIONS. A	Il levels include an electronic copy of The	Sifter which is published monthly September – June.	AMOUNT
Annual \$30Bargain (6 yrs.)	\$150 Life \$400Not Yet Retired \$	15 <b>Outside of 535xx, 537xx, 539xx</b> :\$15 (1 yr.) or\$75 (6 yrs.	)
You can:  • Join and pay online  • Join online and pay by		online! Visit UWRAmadison.org	