Purchasing ASJA Membership Dues Online

1. Open asja.org and login to the website.

2. Login to the website using your ASJA credentials and click “Login”. If you don’t remember your login credentials, please call the office at 212-997-0947.

3. Once you have successfully logged into the website, please click “ASJA Store” under “Quick Links”
4. Once on the ASJA Store, please click “Shop for” and “membership” and then click “Go”. **Please note, the website may require you to login again in order to access the store.**

5. Click on Membership Renewal and proceed to the next screen (see below)

6. Once on the membership renewal page, please click the appropriate dues rate. If you are entitled to half-dues, please select from the dropdown (see below). **Please note, in order to be eligible for half-dues, you must be a ASJA member for 20 years and be 65 or older.**
7. Once you have the correct dues rate, please scroll down to the bottom under “Additional Information” and select from the dropdown “Yes, I've read and agree to the Code of Conduct”.

8. Once you agree to the Code of Conduct, click “Add to Cart” and then “Check Out”.
9. Once on the Checkout screen, you will be prompted to put in your credit card details. Once you have finished entering in your details, please click “purchase now”.

10. Well done, you successfully purchased your membership dues. You will receive an e-mail confirmation in thirty minutes. If you do not, please call the office and we will send a new one.