

# Group Payment Option

Follow the steps outlined in this document to complete your Group Payment of IEEE Memberships

# Group Payment Requests

## Steps for New Applicants

- Visit [www.ieee.org/join](http://www.ieee.org/join) , select to 'Join as a professional' or 'Join as a student'.
- Select the "Create Account" button. Enter your name, email address, password, and click on 'Create Account' button.
- Enter your mailing address, education and/or employment information and add membership items to your shopping cart. You do not need to 'Proceed to checkout' after you save your information.
- Send your IEEE member number, name, email address, and shopping cart order total to the organizer.
  - Note: You may find your IEEE member number by clicking on your name to access 'My Account' then scroll down to click on the 'Manage Personal Profile' link.

The screenshot shows the IEEE website header with navigation links: IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. The user's name 'Matthew Plotner' is circled in green, and a blue arrow points from it to the 'Manage Personal Profile' link in the 'Quick Shortcuts' section. The main navigation bar includes the IEEE logo, a search bar, and a 'JOIN IEEE' button. The footer contains links for About, Membership, Communities, Conferences, Standards, Publications, and Education.

# Group Payment Requests

## *Steps for Renewing IEEE Members*

- Visit [www.ieee.org/renew](http://www.ieee.org/renew), click the 'Renew Now' button and sign in with your IEEE Account.
- Verify and/or update your profile information including your address, education, and/or employment information.
- Review your shopping cart and make changes if needed. You do not need to 'Proceed to checkout' after you've saved your changes.
- Send your IEEE member number, name, email address and shopping cart order total to the organizer.



# Group Payment Requests

## *Steps for Organizers*

- Ensure all individual applicants/renewing members have completed the following information online:
  - Mailing address, education information and/or employment information, and membership items added to shopping cart
- Complete the IEEE Group Payment Template Form (Excel Spreadsheet).
  - Fill out the 'Request Date', and 'Bill To' information.
  - Select your preferred payment method (Bank Transfer/Wire Transfer/ACH, Credit Card/PayPal, or Check)
  - For each individual applicant/renewing member, be sure to enter the 'IEEE Member Number', 'First Name', 'Last Name', 'Member Email Address' and 'Order Total Amount (USD)'
    - **Note: If you do not know the 'Order Total Amount' you may leave it blank. IEEE Member Operations will confirm the amount of everyone's current shopping cart.**
- Email the completed template form in Excel format to 'groupinvoice@ieee.org'.
  - Upon receiving the list, IEEE Member Operations will create a Group Statement/Invoice, and email it to you in PDF format, along with the payment instructions within 3 business days
    - **Note: Any individual applicants/renewing members with incomplete or inaccurate information will delay the response**
- Once payment is received by the IEEE a confirmation email will be sent. Your orders will be completed within 5 business days after payment confirmation.