



## JOIN or RENEW Membership Help Document

**EARLY BIRD SPECIAL – November 1 to December 31 annually**

### NEW MEMBER - JOIN

**Early Bird Rate: If you pay \$40 on or before December 31 annually**

1. Click on [NEW MEMBER - JOIN](#) to pay your membership dues before December 31 to receive the Early Bird rate.
2. Complete the Membership form.
3. Enter your credit card payment information. See [Payment: Credit Card Information](#) Help document, if necessary. Exp Date must be entered with mm/yyyy. You must use a / (slash) between the month and year. The system will not accept a - (dash) instead of a / between the mm(month) and yyyy (year). For example, 03/2024 (not 03-2024). Make sure your country code is **US** (not Un) for United States.
4. Click Submit. **DO NOT Refresh after you click the Submit button.**
5. Confirmation - You will receive a "thank you for renewing your membership" message when your payment has been completed.

### MEMBER RENEWAL

**Early Bird Rate: If you pay \$40 to renew your membership on or before December 31 annually**

Follow the steps below to **RENEW** your membership before December 31 to receive the Early Bird rate.

1. ACCOUNT ACCESS - Please ACCOUNT ACCESS – Please go to [www.acrhouston.org](http://www.acrhouston.org) to login and access your ACR Houston account.
2. Go to **Membership** button on the purple menu bar.
3. Click on MEMBER RENEWAL. (Member Renewals - Please remember to login)
4. Complete the Membership form.
5. Enter your credit card payment information. See [Payment: Credit Card Information](#) Help document, if necessary. Exp Date must be entered with mm/yyyy. You must use a / (slash) between the month and year. The system will not accept a - (dash) instead of a / between the mm(month) and yyyy (year). For example, 03/2024 (not 03-2024). Make sure your country code is **US** (not Un) for United States.
6. Click Submit. **DO NOT Refresh after you click the Submit button.**
7. Confirmation - You will receive a "thank you for renewing your membership" message when your payment has been completed.

\* If you are unable to login, please scroll down to "Click here to create or change your password". The link to change your password will be sent to your email address. Follow the instructions to change your password and then repeat steps 1 through 7.

**DO NOT Refresh after you click the Submit button.**

**For assistance send an e-mail to: [info@acrhouston.org](mailto:info@acrhouston.org).**