

# User Guide for CUAHSI's MemberClicks Account



# Memberclicks

- CUAHSI uses MemberClicks to maintain membership
- Through your MemberClicks account, You can:
  - Receive Invoices and pay dues
  - Verify CUAHSI representatives are correct
  - Initiate changes to representatives

# CUAHSI Member Center

- Access the CUAHSI member center at <https://cuahsi.memberclicks.net/>
- Each representative's default user name is the email address on file

# PAYING DUES

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The Username is defaulted as your e-mail address. If you have not yet logged in, please click on the “Forgot Your Password” link to establish your password.

Username

jannadale@cuahsi.org

Password

Keep me logged in

Login

[Forgot your password?](#)

[Forgot your username?](#)

#### Quick Links

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[CUAHSI General Membership Information](#)

[Upcoming Events](#)

#### Announcements

Reminder! The CUAHSI Annual Membership Meeting is December 6, 2016 at 2:00 pm ET! Representatives are required to attend so that the meeting meets quorum.

Additional information will be...



• You have logged in successfully



HELLO  
my name is  
**CUAHSITESTUNIV -  
Jessica Annadale**  
CUAHSI - TEST UNIVERSITY  
University Representative

See something wrong? [Update your profile!](#)

[Member Directory](#) | [My Profile](#)

### Welcome to the CUAHSI Member Center!

If you are a representative of an active CUAHSI member university or organization, please login to view your profile and renew your membership dues (the login button is located at the top right of the screen).

**Your login credentials have been set up so that your user name is the default email address we have on file for you.** If you are unsure of your password, click the "reset password" link to be emailed a prompt to reset the password.

Once logged in, [CLICK HERE TO RENEW YOUR MEMBERSHIP](#)

If you need assistance with your login credentials or managing your membership, please contact [busmgr@cuahsi.org](mailto:busmgr@cuahsi.org).

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Additional information will be provided to you via email.

To renew your membership click on the link provided.





## Membership

To update and renew your organization's membership, choose from the membership options below.

### Membership Options

1 year - \$200.00 (through Dec 31, 2016)

University Name\*  
CUAHSI - TEST UNIVERSITY

Renewal Years\*  
3 Years (\$400 added for a total of \$600) - \$400.00

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To renew your membership choose how many renewal years you would like to choose. (Options listed below)



### Renewal Years\*

- 1 Year (Included with renewal price) - \$0.00
- 1 Year (Included with renewal price) - \$0.00**
- 2 Years (\$200 added for a total of \$400) - \$200.00
- 3 Years (\$400 added for a total of \$600) - \$400.00
- 4 Years (\$600 added for a total of \$800) - \$600.00
- 5 Years (\$800 added for a total of \$1,000) - \$800.00

Verify linked profiles are the correct Representatives for your university. If you notice an error or need to make a correction, please contact CUASHI and we can assist you with the change.

## Membership

Individual Name\*

CUAHSITESTUNIV - Jessica

Annadale

Create Linked Profile

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After you verify, please click "Submit" to generate your invoice.

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Verify your selection amount and click next.

Summary

**Membership**

**Organization**

CUAHSI - TEST UNIVERSITY

**Renewal Years:**

3 Years (\$400 added for a total of \$600)

\$400.00

**Applicant**

CUAHSITESTUNIV - Jessica Annadale

**Total:**

**\$600.00**

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### Payment

**Total: \$600.00**

How would you like to pay?

Select pay option ▼

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The invoice can be paid by credit card by clicking “Pay Now” or you may click on “Invoice me” to have an invoice sent by e-mail to remit by check.

How would you like to pay?

Select pay option ▼

- Select pay option
- Pay now
- Invoice me
- [Redacted]