

# How to pay your IADA membership fee by credit card?

## WORK IN PROGRESS

Please bear with us, as we are still working on improving the membership area and making it easy to use.

If you can't find what you were looking for or have comments, please send us an email to [techsupport@iada-home.org](mailto:techsupport@iada-home.org).

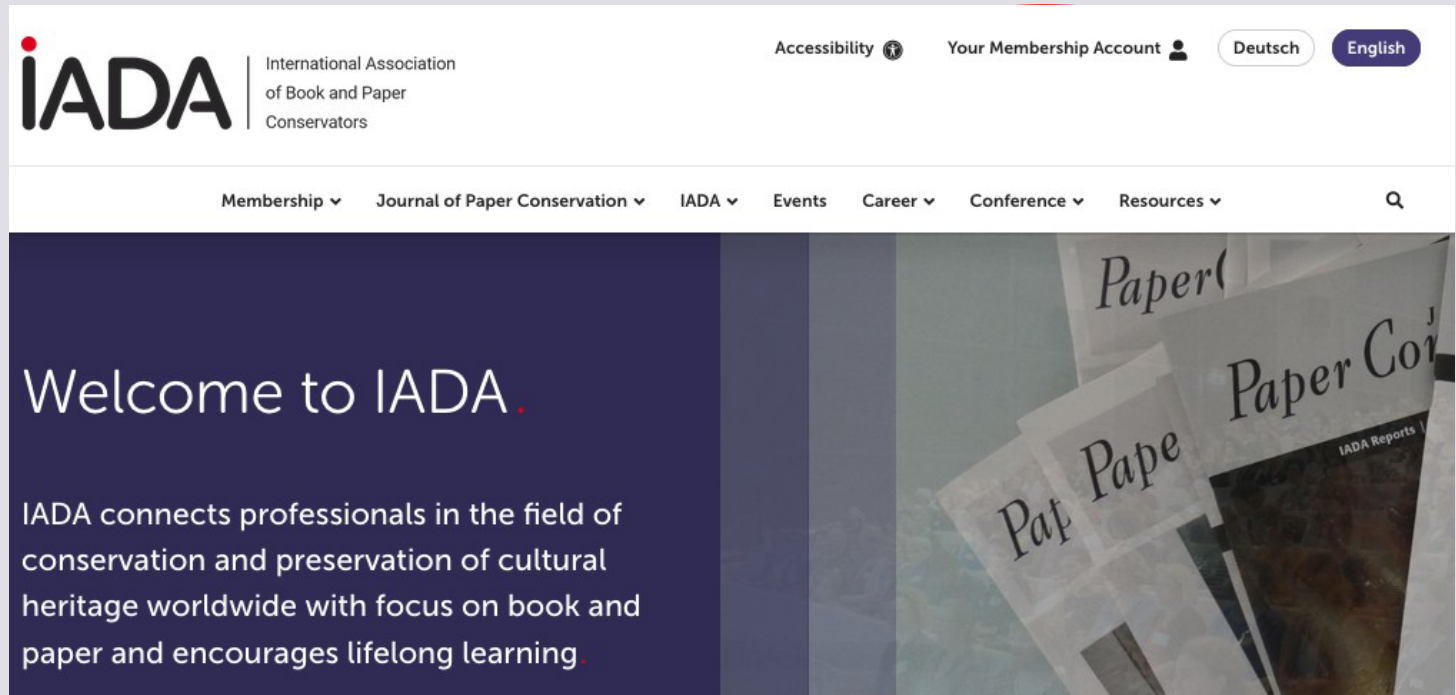


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## STEP 1

Go to [www.iada-home.org](http://www.iada-home.org)

Click on 'Your Membership Account'



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## STEP 2 Log in to your account.

Note: If this is the first time you are logging in to the membership area: click on 'lost password'. You will be asked for your email address and will receive an email with a link to set your password.

The screenshot shows the IADA website's login interface. At the top left is the IADA logo and name. The top right contains links for 'Accessibility', 'Your Membership Account', and language options 'Deutsch' and 'English'. A navigation bar below the header lists 'Membership', 'Journal of Paper Conservation', 'IADA', 'Events', 'Career', 'Conference', and 'Resources'. The main content area features a 'Welcome' heading, followed by a login form with two input fields: 'Username or Email Address' and 'Password'. Below these fields is a 'Remember Me' checkbox and a 'Log In' button. At the bottom of the form, a blue link labeled 'Lost Password?' is circled in red.

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## STEP 3 To pay by credit card click 'Renew'

The screenshot displays the IADA website's 'Membership Account' page. The navigation bar includes 'Membership', 'Journal of Paper Conservation', 'IADA', 'Events', 'Career', 'Conference', and 'Resources'. Below the navigation bar, there are links for 'Become a Member' and 'Your Membership Account'. The main heading is 'Membership Account'. Underneath, there is a section titled 'My Memberships' with a table containing one row for 'Ordinary Member'. The 'Renew' link in the first column of the table is circled in red.

Level	Billing	Renewal Date
Ordinary Member <a href="#">Renew</a>   <a href="#">Change</a>   <a href="#">Cancel</a>	€120.00/Year, Renewing every January 1st	Jan 2022

[View all Membership Options](#)

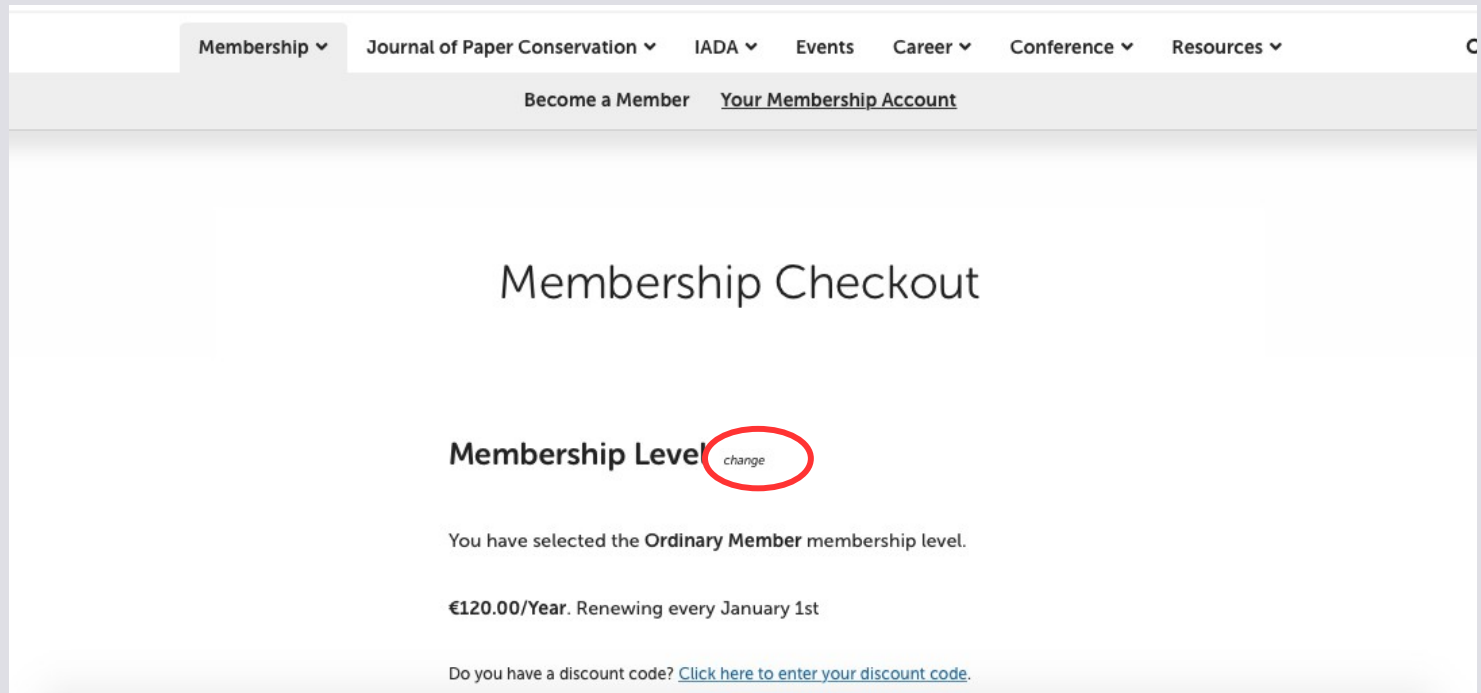
**My Account**

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## STEP 4

Check your membership level is correct – click ‘Change’ to choose a different category.

Member in Education: Please upload a certificate of your study course. If you finished your education, please click ‘change’ to choose the ‘Ordinary Membership Category’



Membership ▾ Journal of Paper Conservation ▾ IADA ▾ Events Career ▾ Conference ▾ Resources ▾

[Become a Member](#) [Your Membership Account](#)

## Membership Checkout

**Membership Level** change

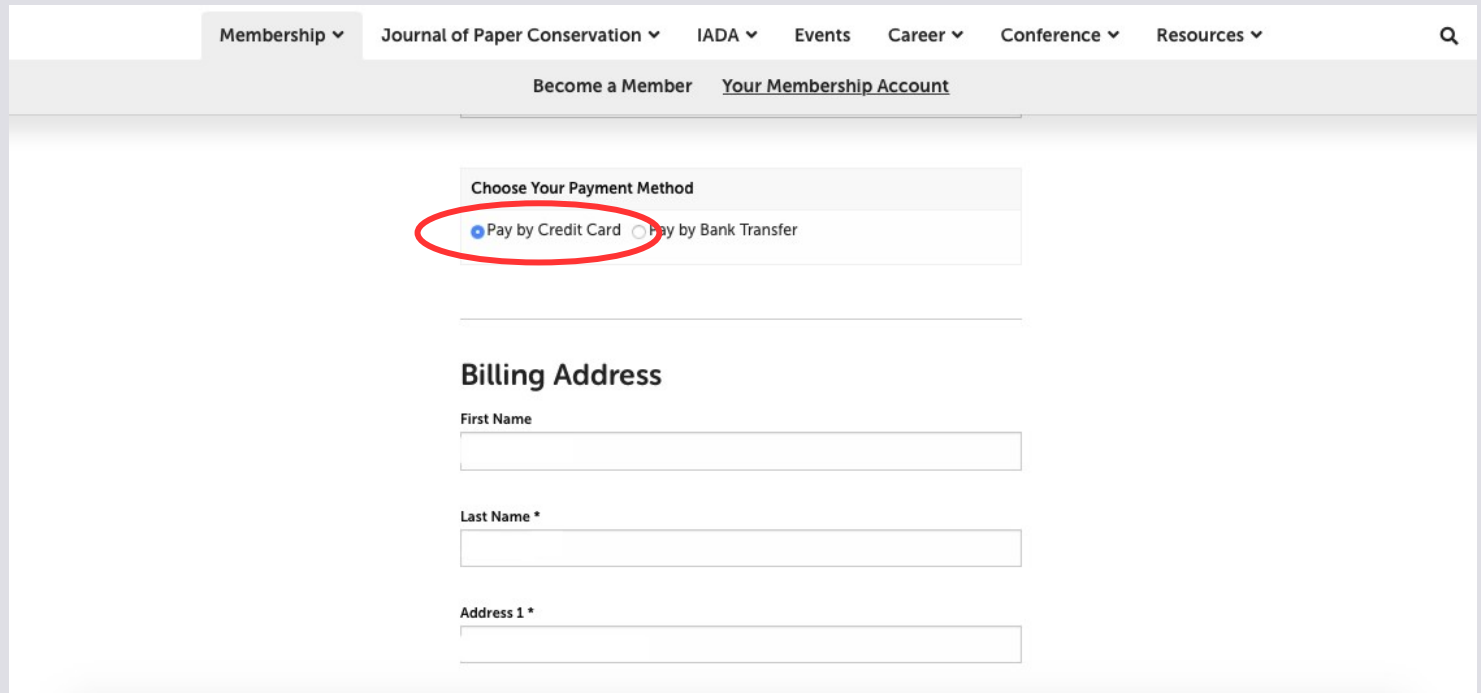
You have selected the **Ordinary Member** membership level.

€120.00/Year. Renewing every January 1st

Do you have a discount code? [Click here to enter your discount code.](#)

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## STEP 5 Choose 'Pay by Credit Card'



The screenshot shows the IADA membership payment interface. At the top, there is a navigation bar with links for Membership, Journal of Paper Conservation, IADA, Events, Career, Conference, and Resources. Below this is a secondary navigation bar with 'Become a Member' and 'Your Membership Account'. The main content area is titled 'Choose Your Payment Method' and contains two radio button options: 'Pay by Credit Card' (which is selected and circled in red) and 'Pay by Bank Transfer'. Below the payment method selection is a 'Billing Address' section with three input fields: 'First Name', 'Last Name \*', and 'Address 1 \*'.

# How to pay your IADA membership fee by credit card?

## STEP 6

Enter your credit card data

Please **double check your address data is correct** in the form. The shipping address is, where the *Journal of Paper Conservation* is being sent to. Click 'Submit and Check out'

The screenshot shows the IADA website's membership payment page. At the top, there is a navigation bar with dropdown menus for 'Membership', 'Journal of Paper Conservation', 'IADA', 'Events', 'Career', 'Conference', and 'Resources'. Below the navigation bar, there are links for 'Become a Member' and 'Your Membership Account'. The main content area is titled 'Payment Information' and includes the text 'We Accept Visa, Mastercard, American Express, and Discover'. The form contains several input fields: 'Card Number' (with a placeholder '1234 1234 1234 1234'), 'Expiration Date' (with a placeholder 'MM / JJ'), 'CVC' (with a placeholder 'Prüfziffer'), and 'Discount Code'. There is an 'Apply' button next to the discount code field. At the bottom of the form, there is a section titled 'Join our mailing list.' with a checked checkbox and the text 'IADA Bulletin Board'.