INSTRUCTIONS FOR RENEWING LLAA MEMBERSHIP AND/OR RESETTING PASSWORD

LLAA MEMBERSHIP RENEWAL VIA ONLINE PAYMENT

1. Go to the "Alumni Login" for the LLAA website at https://lincolnhighlynx.org/login.php

2. Enter email and password. **If you are not sure about which email address or password to use, then send email to LLAA Website Focal** and we can look up your record to verify the email address and reset your password and this information will be emailed to you. You may use the "**Password Recovery**" option however if the email address that we have for you is incorrect resetting the password won't help. **Again send email to LLAA Website Focal to ask questions and/or get your password reset.**

3. Once logged in, click on the "My Account" up at the top of the page in the black horizontal bar. ***See the screen shot on the next page.***

4. Verify and update as needed all of your contact info. Make sure we have the correct email address.

5. Notice within "My Account" you can also change your password.

6. Be sure to save all changes to your contact information and password (if you want to change it) by **clicking on the "Save Changes" button** just below the "Change Password".

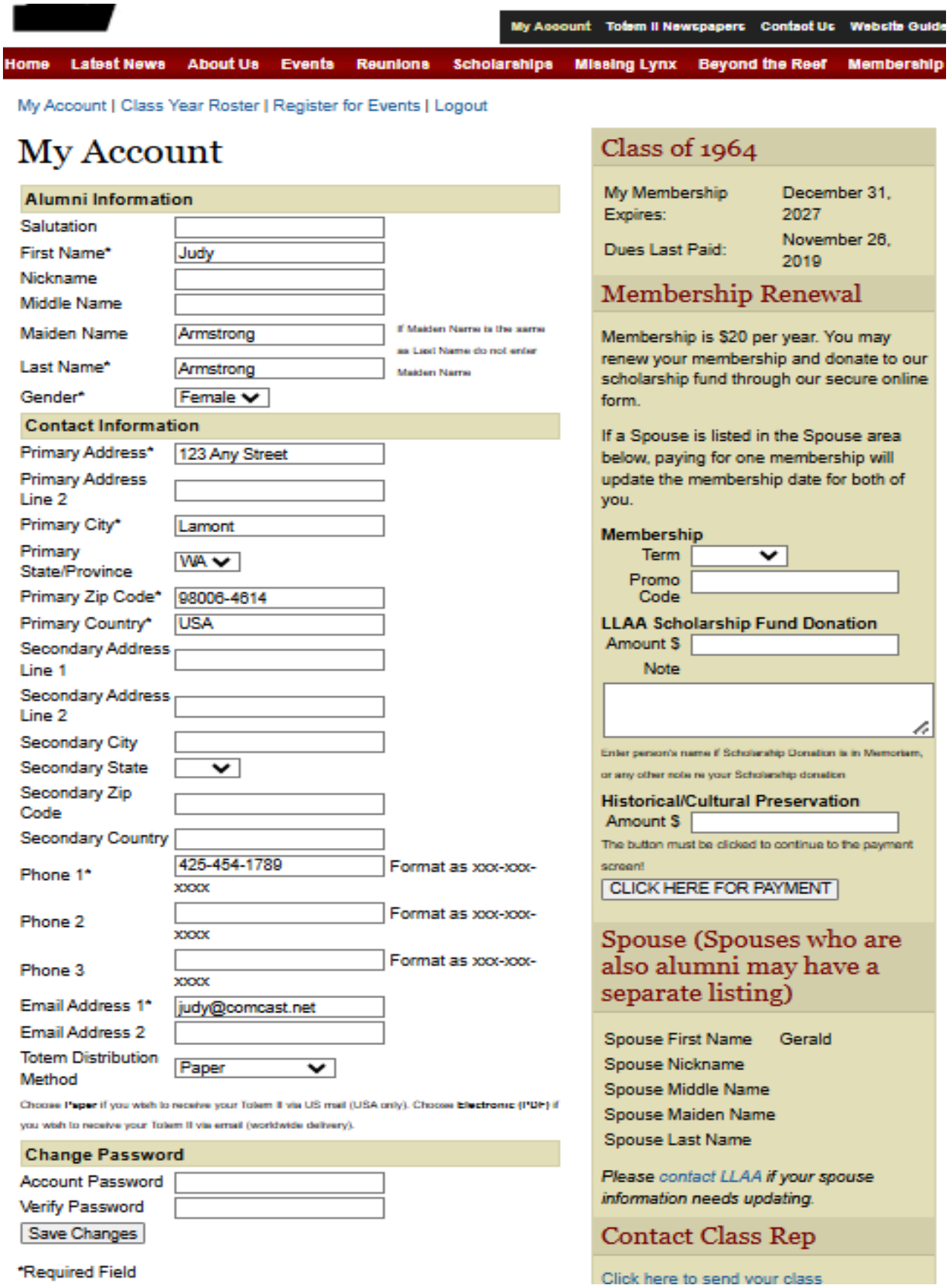
7. **To renew and pay for your membership go to the right side of the page**. Within "Membership Renewal", select the number of years you wish to pay for at $20/yr. This field is labelled "Term".

8. There is also the option of making a "LLAA Scholarship Fund Donation". In the "Note" box you can indicate if it is in memory of someone, i.e., a classmate who has passed.

9. **Click on the button labelled "CLICK HERE FOR PAYMENT"** which is below the "Historical/Cultural Preservation" label.

10. The "CLICK HERE FOR PAYMENT" button will take you to the section where you can click on the "PayPal" button. **NOTE: a PayPal account is not required to use this button.** You can either pay by using your PayPal account OR via your credit card for payment. Again a PayPal account is not required to pay using a credit card via the PayPal button since you can pay as a "Guest". A receipt will be sent to your email account.

LLAA MEMBERSHIP RENEWAL VIA CHECK

Renewing membership can also be done via check. When you mail the check print and complete this mail-in registration form indicating your name, class year, and how many years for this membership renewal payment. Mail your check and the completed form to LLAA Treasurer, PO Box 31056 Seattle, WA 98103-1056. If you don't want to use the registration form, be sure to include a note indicating your class year and your complete name.

Here is an image of the screen that you can use to renew membership. This is just an example and of course this will show your own information after you login.