



How to Renew Your Institutional Membership

1. The **listed representative** of the school must log in at www.acha.org/myaccount.
2. On the left-hand side of the screen you will see your name, title and institution. Click on your institution's name in blue.
3. Once on the institution's record, click on the "Institutional Dues Information" tab.
4. In the field marked "Health Services Budget" enter the total budget range* for the current year by selecting from the drop-down menu.
5. Click the green "Save" button at the bottom of the screen to save your changes.
6. Your budget has now been updated and you can proceed to check out with a credit card by clicking "[renew now](#)."
7. You will see the names of other individuals; just find and click on the "renew/join" button next to the **company** name to renew the school's membership.
8. You can also print an invoice on your [profile](#) screen to submit to your accounting department to pay by check. Just click on your school name in blue on your profile screen then "print invoice" to ensure you receive the correct institutional one.

**In order to assist ACHA in calculating your institutional membership dues, please provide the budget of the department under which your membership falls. This should be the health and well-being budget as defined by spending related to health services, counseling, and/or health promotion services. You do not need to provide the budget for the entire institution. Your total departmental budget are any expenditures including salaries/benefits of staff, contracted services, equipment, supplies, overhead, etc. While your "Salary/Benefits" budget falls "under" another budget, they are still a part of the Health/Wellness Center.*