# HOW TO PAY NARI RENEWAL ORDER

#### Process Outline -

- 1. Navigate to your company's profile.
- 2. Navigate to your company's renewal order.
- 3. Complete payment for your company's renewal order.

#### 1. Navigate to your company's profile.

1a. Click "Organizations"

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(3230) Joe Sm	ith My Profile		
A My Profile			
🗙 Overview 🔀 My Ac	count 📱 Organizations 🍞 Purchases 🌓 Documents 🔗 Links		
add	#3230	Membership	
	₩ KM Remodel	FL1 NARI TAMPA BAY AREA CH CLASSIC EXPIRED: 5/31/2024	IAPTER
P1 Add Image	<ul> <li>J No Primary Phone add</li> <li>✓ joe@kmremodel.com Edit</li> </ul>		As of: 6/20/2024
	RECEIVES MEMBERSHIP BENEFITS		
	MEMBER DIRECTORY		

1b. Click "Manage"

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(3230) Joe Smith My Profile				
A My Profile				
<ul> <li>★ Overview  My Account</li></ul>	anizations 🕞	Purchases Documents 🔗 Links		Ţ
	Name	Relationship	Relationship Start Date	Manage
	KM Remodel	< KM Remodel is <b>Primary Firm</b> of Joe	6/21/2024	Manage
	> Joe is <b>Primary Contact</b> of KM Remodel			
	1			

## 2. Navigate to your company's renewal order.

2a. Click "Purchases"

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KM Remo	del My Organization	
😤 Home 🔉 💄 My Profile	e > 📕 My Organization	
🛧 Overview 📝 A	account 💄 Individuals 🍞 Purchases	
ado	d #3220	Membership
	☆ 1234 Street Lane Orange Town, Florida 12345 United States Edit	FL1 NARI TAMPA BAY AREA CHAPTER CLASSIC EXPIRED: 5/31/2024
	J (123) 456-7890 Edit	As of: 6/20/2024
	∑ joe@kmremodel.com Edit	
🖪 Add Image	www.kmremodel.com Edit	
	MEMBER SINCE 5/26/2022	

## 2b. Click "View" next to your renewal order

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🗥 Ho	ome 👂 💄 My Profile 👂 🧾 My Organizati	ion						
*	★ Overview  Account  Individuals  Purchases          ★ Recent Orders       1							
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[0]	Recent Payments	71430	FL1 NARI Tampa Bay Area Chapter Classic (6/1/2024 - 5/31/2025)	\$630.00	\$630.00	6/13/2024 9:18 PM	View	
	Memberships						View	
=	Events	1						

## 3. Complete payment for your company's renewal order.

3a. Click "Pay"

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#71430 <sub>Order</sub>									
😤 Home 🕨 💄 My Profile	> 🔚 My Order								
A Home Y My Prome NATIONAL ASSOC THE REMODELING Remodeling Dot 700 Astor Lane, Wheeling, 2 (847) 298-9200 info@nari.org	CIATION OF INDUSTRY ne Right.™						OI	rder E action E	9 <b>#71430</b> Date: 6/13/2024 Date: 6/11/2024
Quick Pay Quick Pay Url: https://my.nari.u	org/quick-pay?quickpa	aycode=B-714	430-cdea1-048de 👔 🔽						
Quick Pay Code: B-71430-cde	a1-048de 💼	,							
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Line Items									
1 [1 to 1 out of 1 records]									T
Item		Item Price			Charge Amount	Tota	ıl	Purcha	se Profile
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Notes									
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			Setup Au	to Pay	rment ₽	Pa <sup>r</sup> Print	Tc yme	otal: nts:	\$630.00 \$0.00 Pay 📧
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#### 3b. Click "Next"

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Payment Wizard			
🖀 Home 🕨 💄 My Profile 🕨 🚍 Payment Wiza	rd		
Customer	2 Open Orders/Invoices	3 Submit	4 Confirmation
Select if this payment is for you or your Pay For:	organization. KM Remodel	~	Next >

Payment Wizard         Image:				🍹 🌲 🔚 🔠 Joe Smith 🛩
Image:	Payment Wizard			
1         2         0         0         0           1         0	🖀 Home 🔸 🛔 My Profile 🕨 🚍 Payment Wiza	rd		
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Confirmation Email				
	Confirmation Email			
A confirmation email will be sent to: joe@kmremodel.com	A confirmation email will be sent to:	joe@kmremodel.com		
	Schula copy to.			
Submit Payment 🗸				Submit Payment 🗸

## 3c. Enter payment information and click "Submit Payment"

#### 3d. A confirmation screen will appear when your transaction is complete

