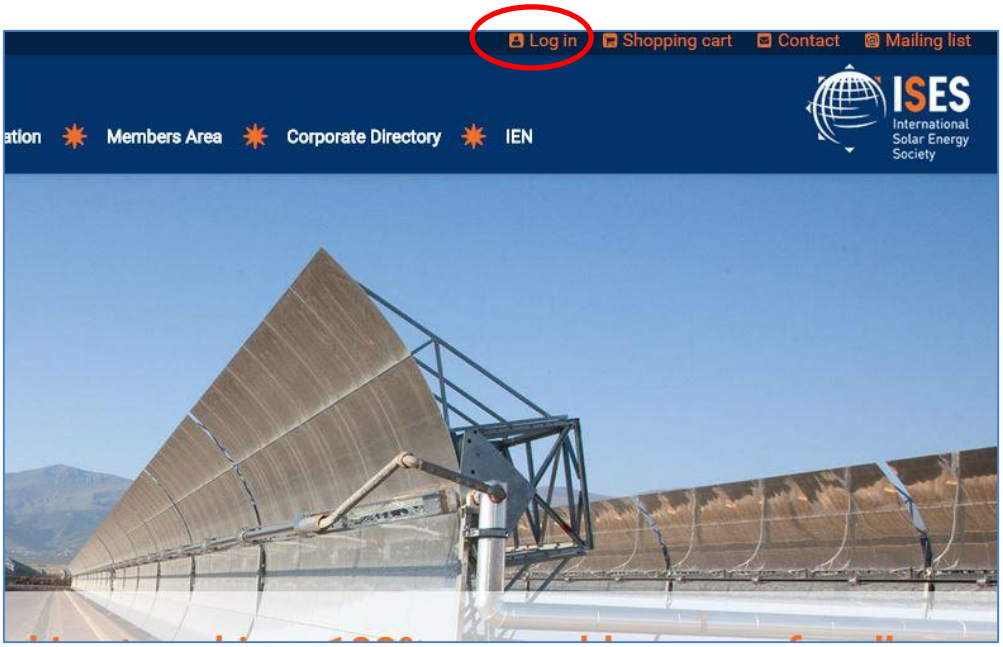
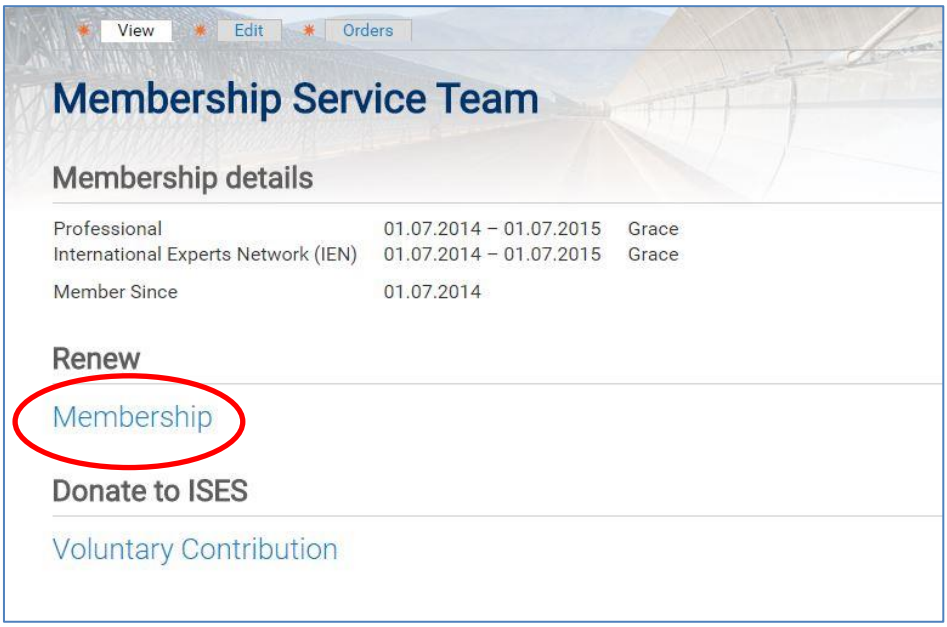
# Renewing Your ISES Membership

## How to renew your ISES Membership in the new ISES Online Membership System

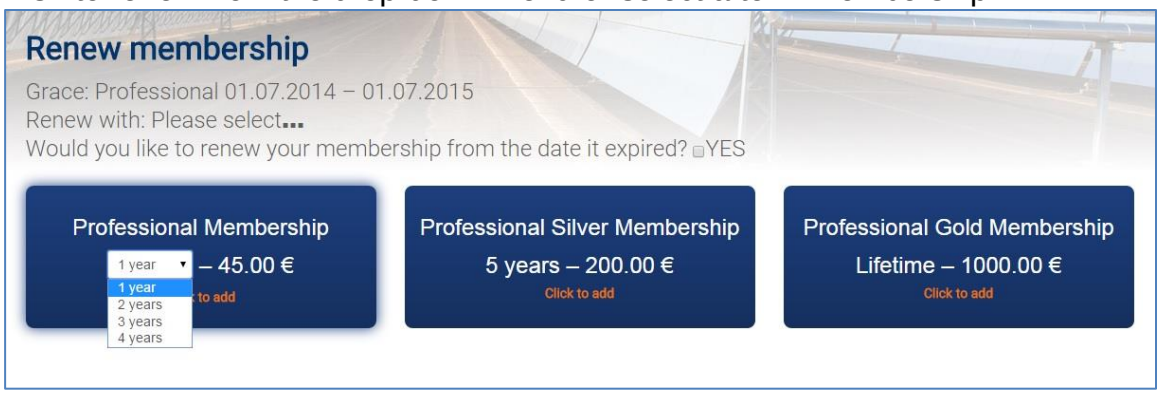
Please visit https://join.ises.org and log-in (menu bar on the top of your screen) using your username (your e-mail address) and the password you set. You should have received an email with instructions on how to set your user name and password. If you did not receive this email, click on "**Request new password**", enter your email and you will be sent an email with a link to reset your password.



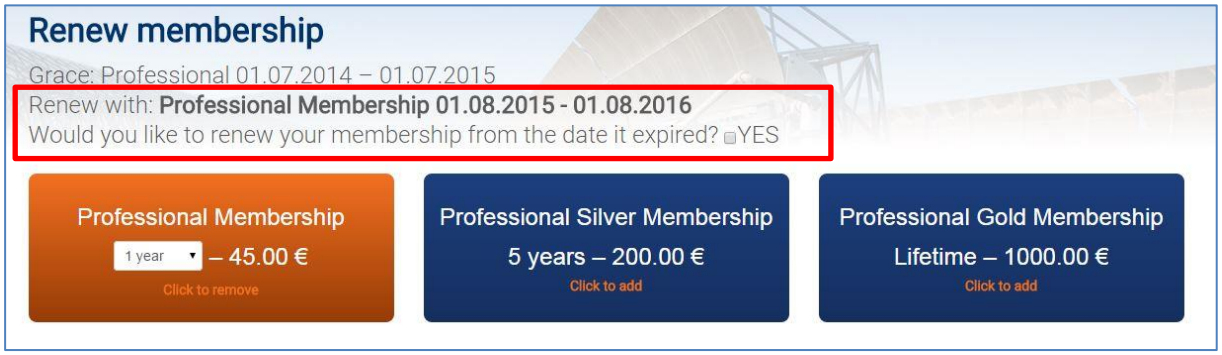

Next click on "**Membership**" under the "**Renew**" tab.



In the next step you can select your membership. Select the number of years you wish to renew from the drop-down menu or select a term membership.

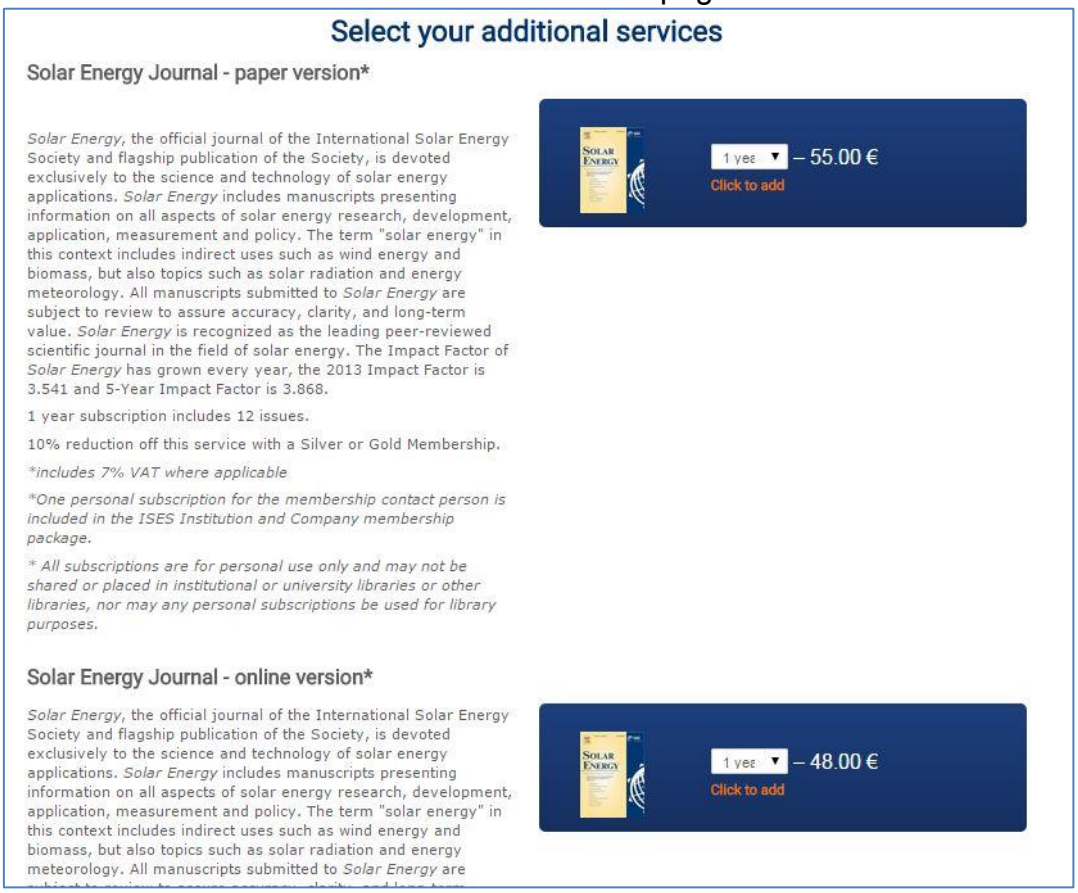



If your membership expired within the last 6 months you can tick the option to renew retroactively, Click “yes” if you want your membership to begin from the date it ended.

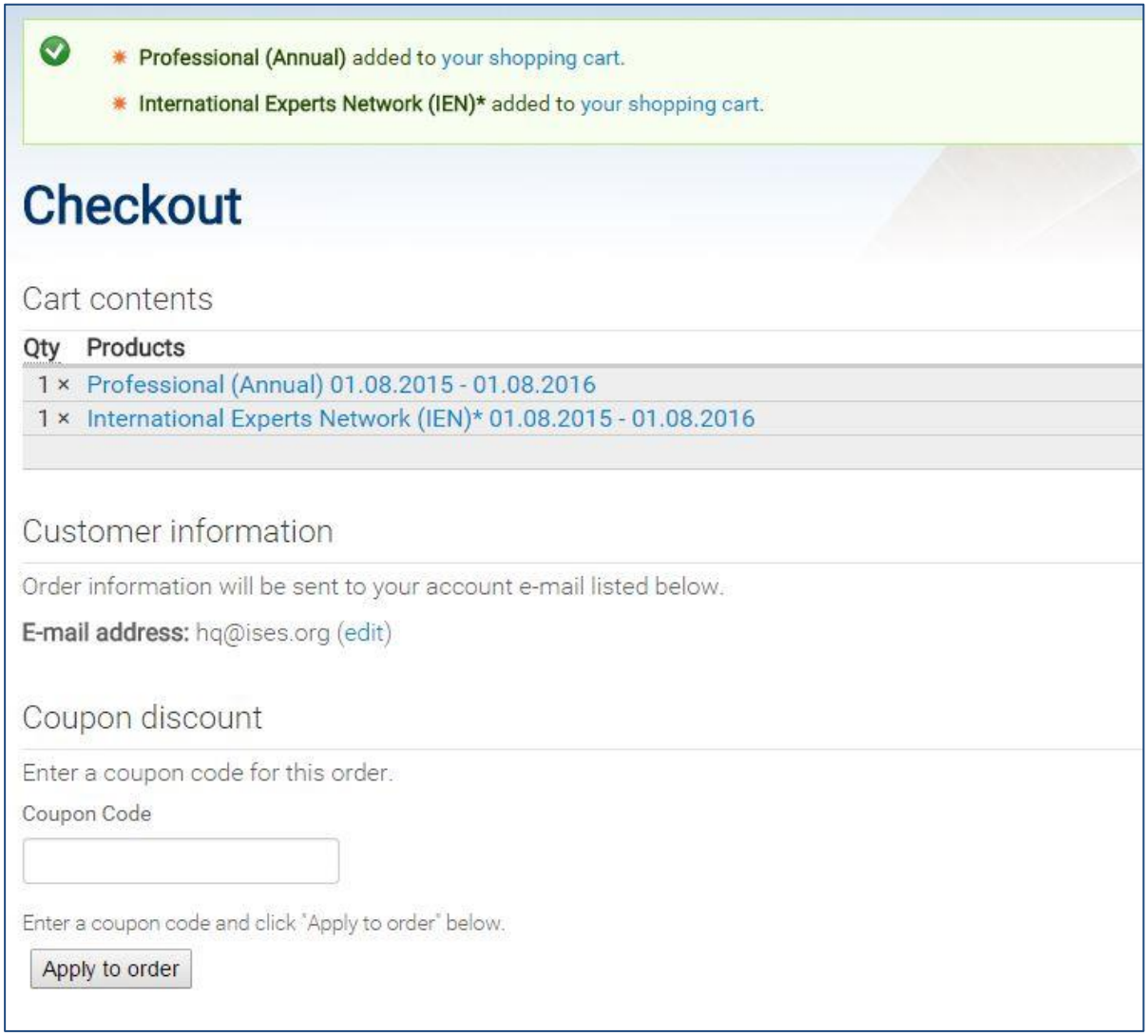



**Donating to ISES –** After selecting a core service membership, you can donate to ISES. By making a donation, you can help grow the next generation of solar energy professionals and the ISES community as the voluntary contribution fund is used to support the memberships of students in developing countries.

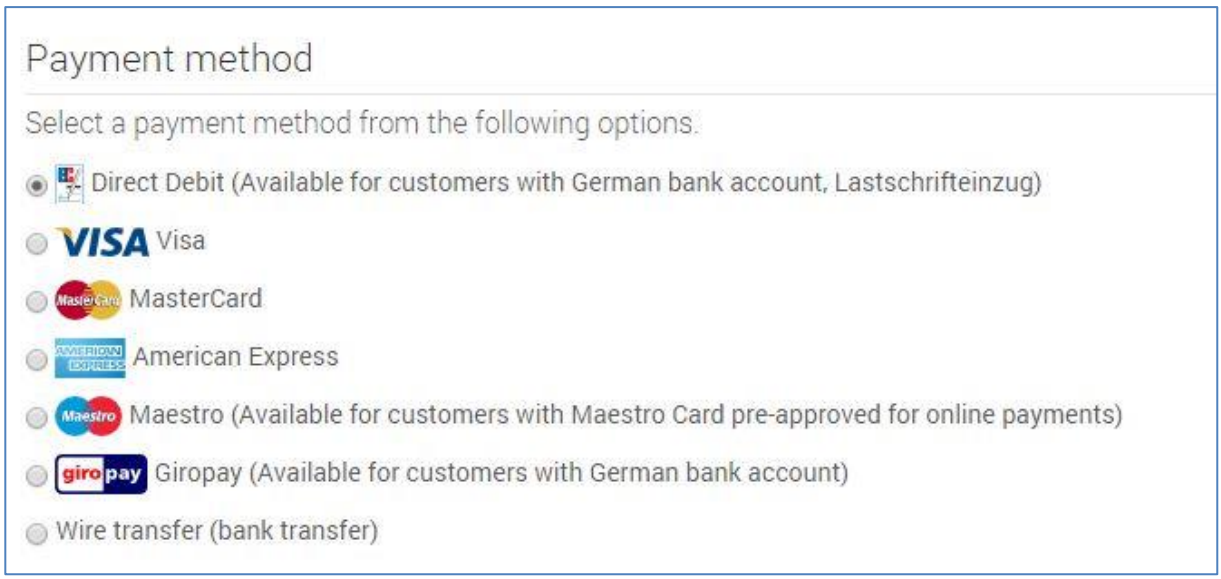
**Adding Additional Services –** You can add additional services once you have selected a membership. Click to add a product. To proceed to the checkout, click the "**Proceed to Checkout**" button at the bottom of the page.




In the next step you can view your shopping cart. If you have a coupon code, you can enter your code in the field "Coupon Code" and click **"Apply to order".** Your shopping cart will be updated automatically.

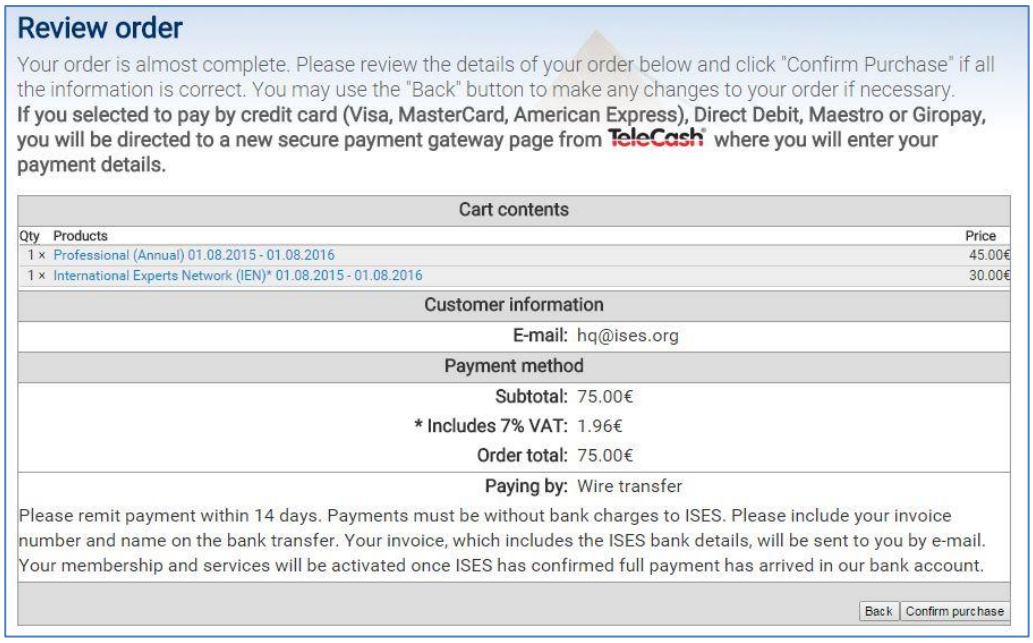



Now select your **payment method:**




You can review your order before confirming purchase. If you selected “Wire transfer”, your order will be confirmed once ISES has confirmed the payment has arrived in the ISES bank account. Your invoice will be sent automatically to your

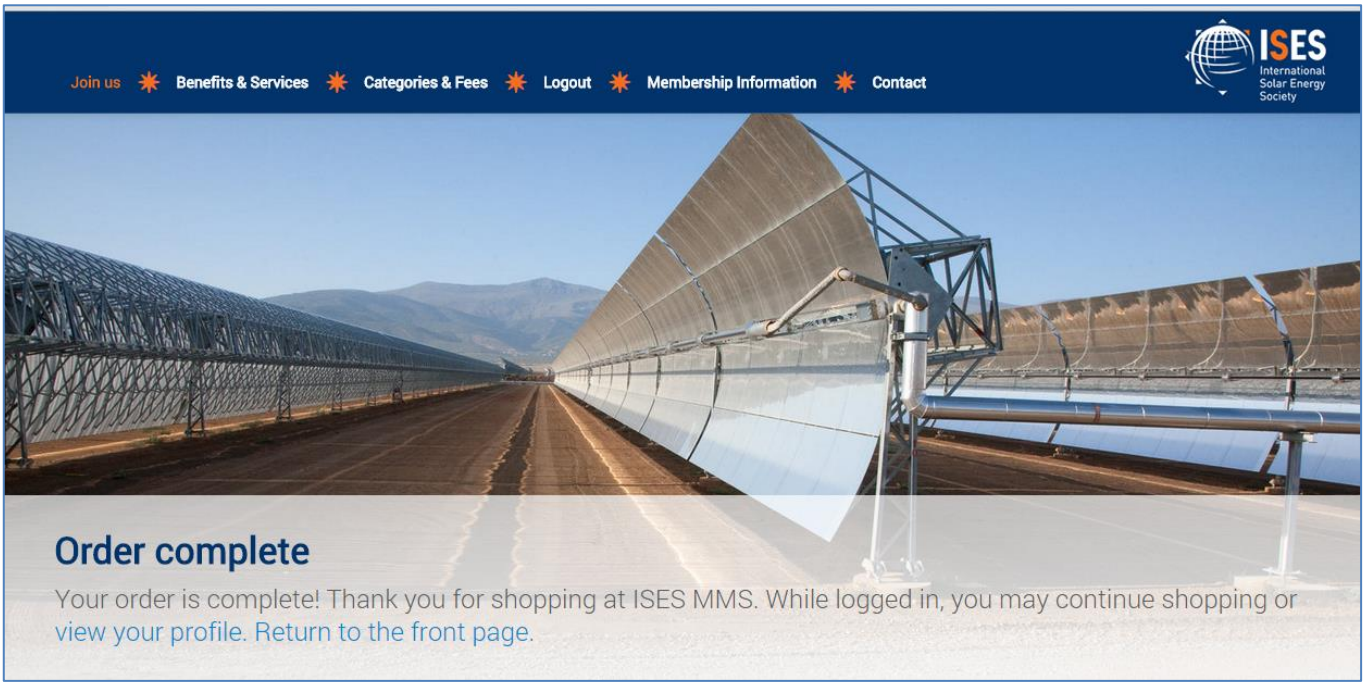
email address with the ISES bank details. Click on “**Confirm Purchase**” to send your order.



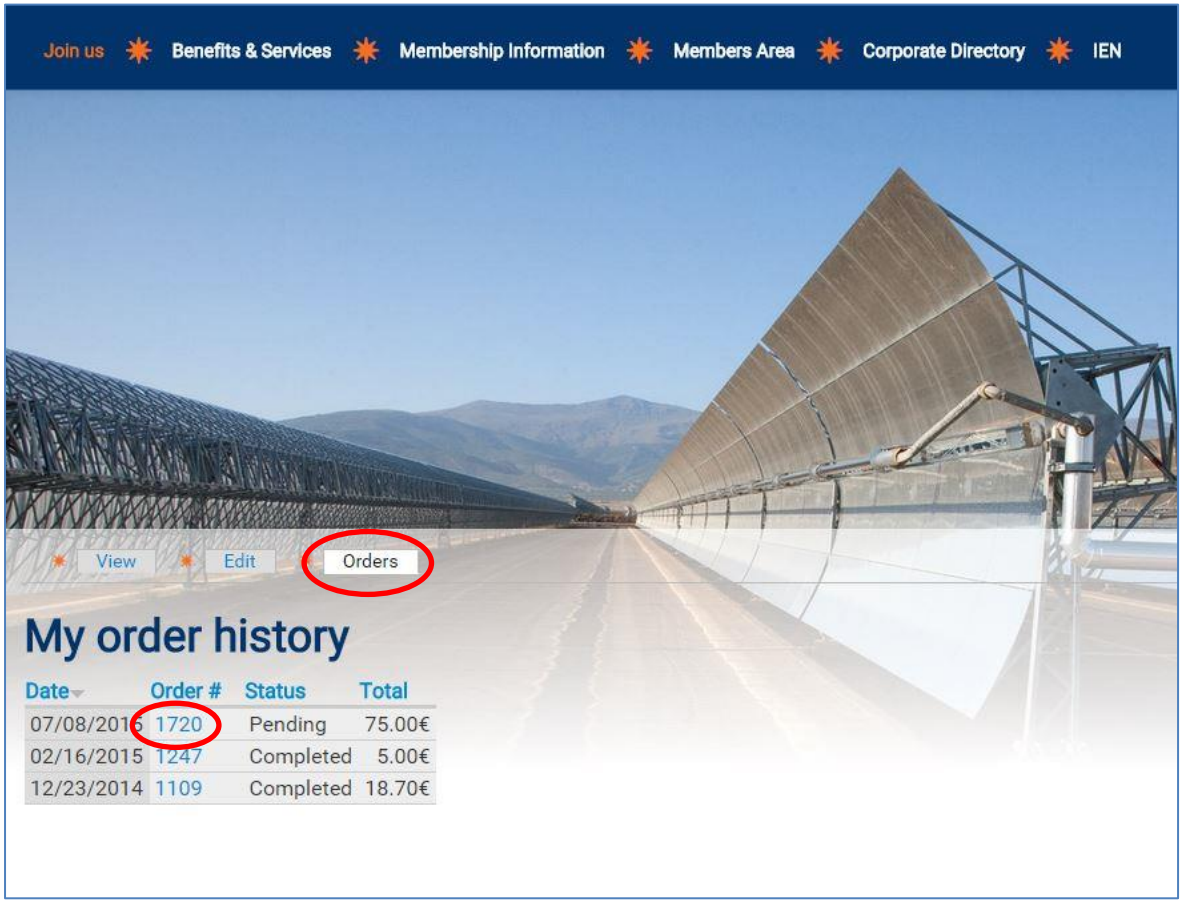

If you selected to pay by credit card (Visa, MasterCard, American Express), Direct Debit, Maestro or Giropay, you will be directed to the payment gateway where you can enter your payment details. Payments done through the payment gateway will be confirmed automatically. The payment screen will look like this:

Click “**Continue**” to submit your payment.

Once your order is complete you will be sent an email with your invoice.



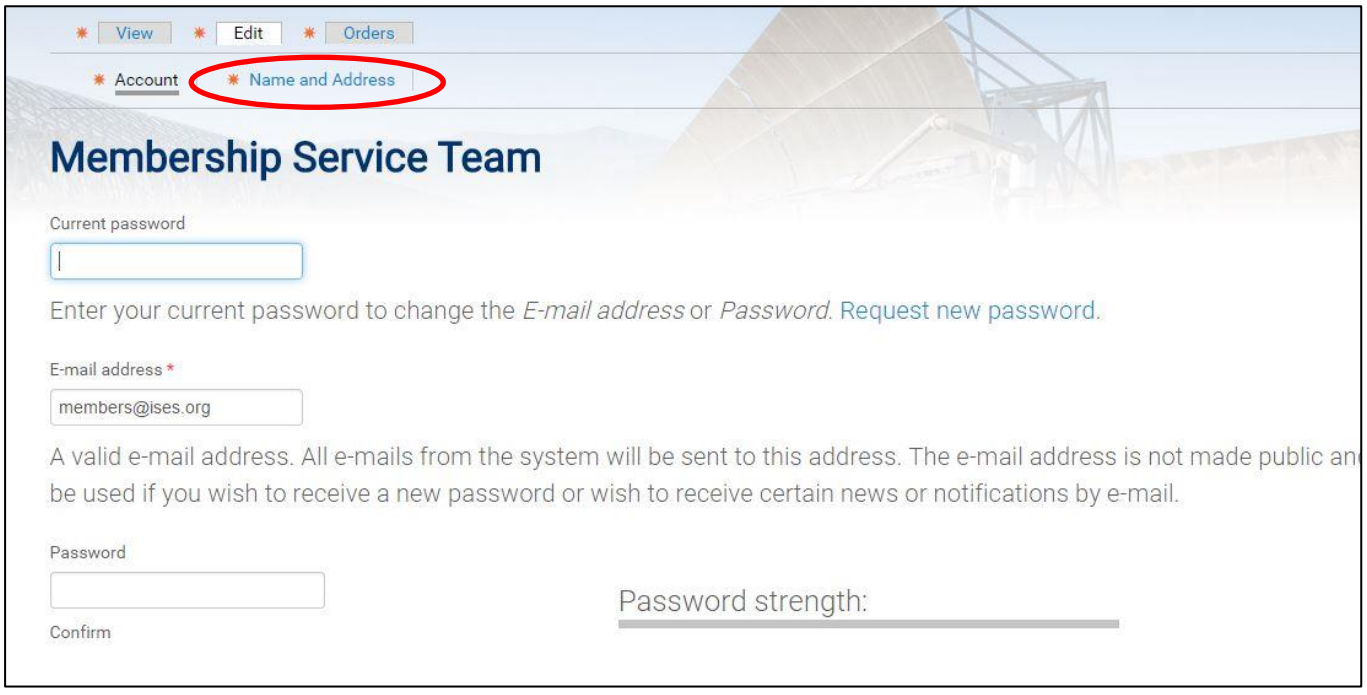

Your order and invoice will appear under your order history. To open your invoice click on the blue order number.



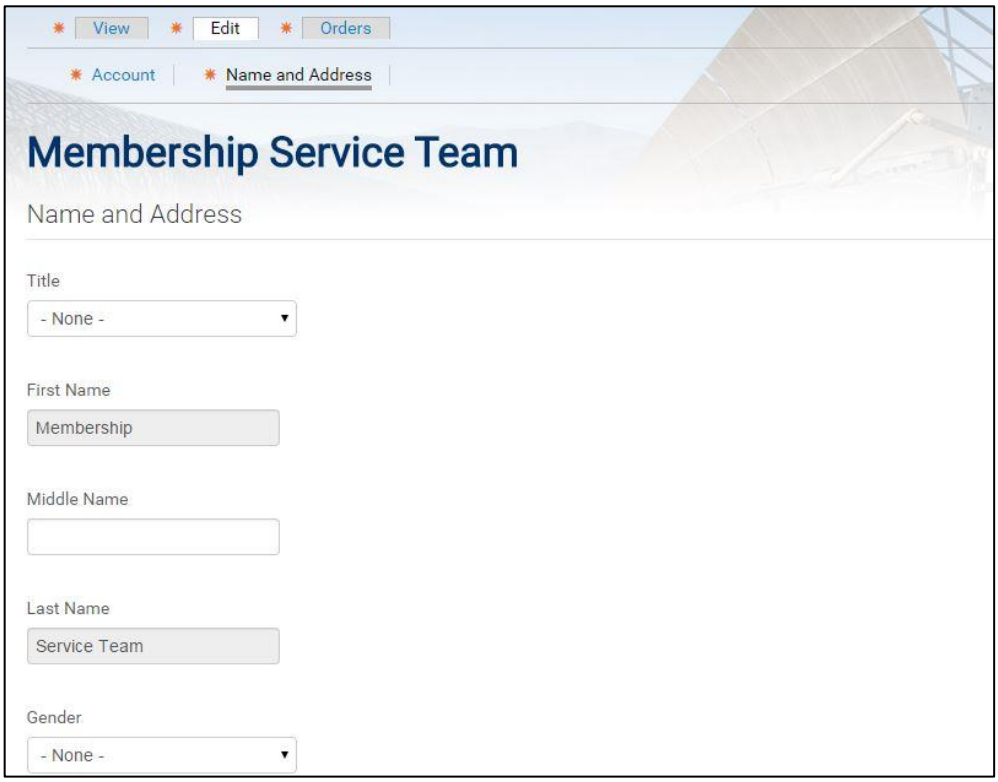
# Updating Your Membership Profile

In the new ISES online system, you can update and add to your membership profile. While logged in, click on "**Edit**", here circled in red.

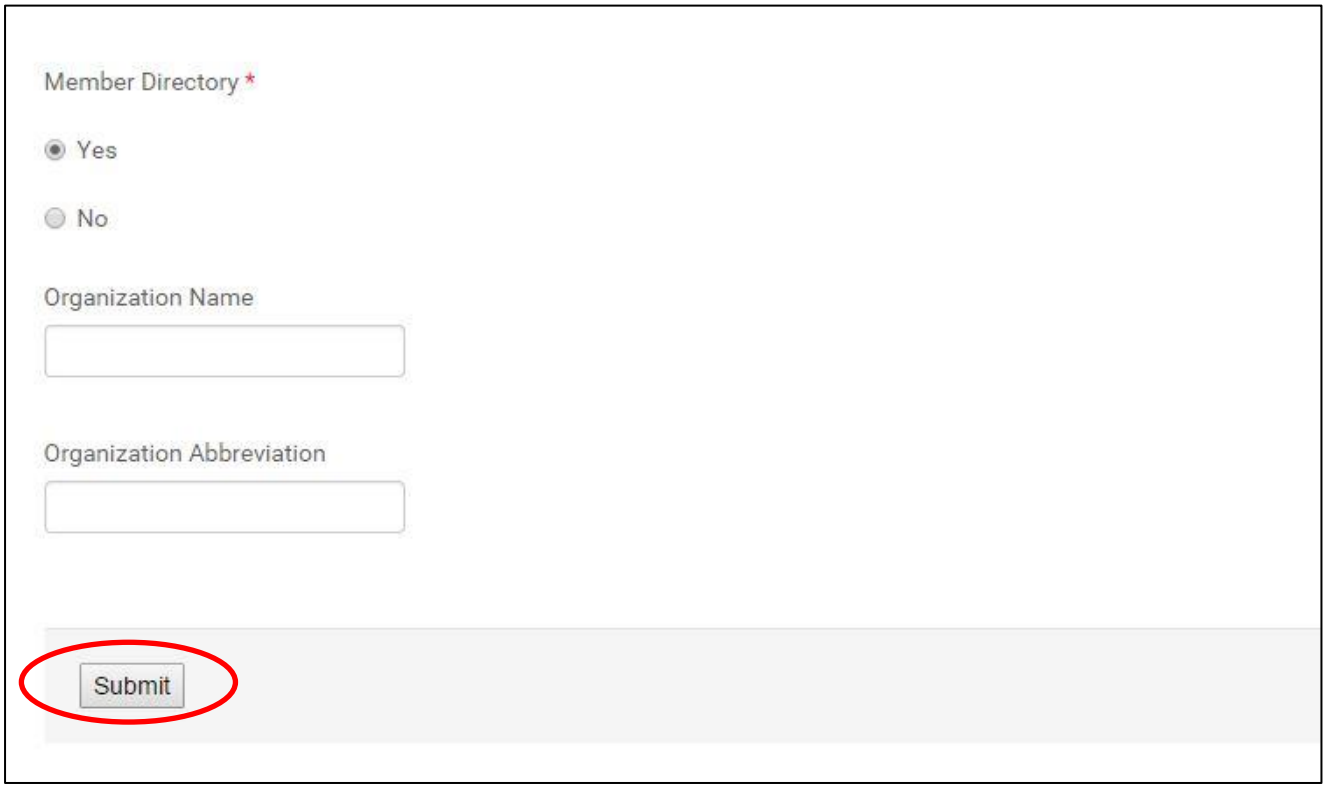
The first page to open will be your account page where you can change your account name or password. Click on "**Name and Address**" to update your contact details.



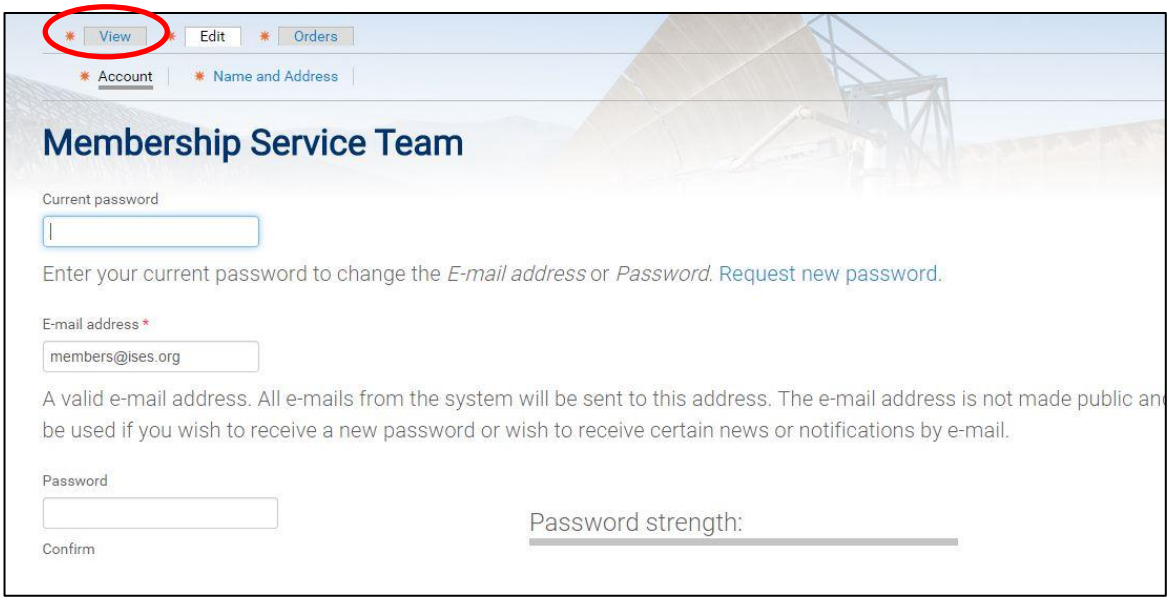
From here you can update your address, telephone number, areas of interest, etc.




When you are finished updating your account, click on the "**Submit**" button at the bottom of the page:



Click on “**View**” to exit your user profile and view the changes you saved:




Thank you for using the ISES Online Membership System. If you have any questions or require any assistance with your account, please contact members@ises.org.