

# 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"

The screenshot shows a user profile for Joe Smith. The navigation tabs are: Overview, My Account, Organizations (highlighted with a red circle), Purchases, Documents, and Links. The main content area shows a profile card for KM Remodel with address: 1234 Street Lane, Orange Town, Florida 12345, United States. It also shows membership details for FL1 NARI TAMPA BAY AREA CHAPTER CLASSIC, which expired on 5/31/2024. There are buttons for 'Add Image', 'Edit', and 'add' for various fields.

1b. Click "Manage"

The screenshot shows the 'Organizations' tab selected. A table lists the organization KM Remodel. The 'Manage' button in the table is highlighted with a red circle.

| Name       | Relationship                                                                  | Relationship Start Date | Manage |
|------------|-------------------------------------------------------------------------------|-------------------------|--------|
| KM Remodel | < KM Remodel is Primary Firm of Joe<br>> Joe is Primary Contact of KM Remodel | 6/21/2024               | Manage |

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

2a. Click "Purchases"

The screenshot shows the 'My Organization' profile page for 'KM Remodel'. The navigation menu at the top includes 'Overview', 'Account', 'Individuals', and 'Purchases'. The 'Purchases' tab is highlighted with a red circle. Below the navigation, there is a profile card with contact information and a membership section. The membership section shows 'FL1 NARI TAMPA BAY AREA CHAPTER CLASSIC' with an expiration date of '5/31/2024'. The page is dated 'As of: 6/20/2024'.

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

The screenshot shows the 'Purchases' page for 'KM Remodel'. The 'Purchases' tab is selected. On the left, there is a sidebar with 'Recent Orders' selected. The main content area shows a table with one record. The 'View' button next to the record is circled in red.

| Number | Main Item                                                      | Total    | Balance  | Created On        | View |
|--------|----------------------------------------------------------------|----------|----------|-------------------|------|
| 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 |


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

3a. Click "Pay"

🛒 🔔 ☰ 👤 Joe Smith ▾

# #71430 Order

🏠 Home > 👤 My Profile > 📄 My Order



**NARI**  
NATIONAL ASSOCIATION OF  
THE REMODELING INDUSTRY  
**Remodeling Done Right.™**

🏠 700 Astor Lane, Wheeling, IL 60090  
📞 (847) 298-9200  
✉ info@nari.org

## Order #71430

Date: 6/13/2024  
Transaction Date: 6/11/2024

**Quick Pay**

Quick Pay Url: <https://my.nari.org/quick-pay?quickpaycode=B-71430-cdea1-048de> 📄 ✉  
Quick Pay Code: B-71430-cdea1-048de 📄

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**Customer:**

#3220  
KM Remodel

**Billing:**

KM Remodel 1234 Street Lane  
Orange Town, Florida 12345  
United States

**Line Items**

1 [ 1 to 1 out of 1 records ] ⌵

| Item                                                                                                                              | Item Price                              | Charge Amount | Total    | Purchase Profile                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------|----------|----------------------------------------------------------------------------------|
| FL1 NARI Tampa Bay Area Chapter Classic<br><span style="background-color: #007bff; color: white; padding: 2px;">Membership</span> | \$630.00 (Renewal - National & Chapter) | \$630.00      | \$630.00 | <span style="background-color: #007bff; color: white; padding: 5px;">View</span> |

1

**Notes**

| Note Category | Note Title | Note | Follow Up Date | Created On ▾ | Created By | Edit |
|---------------|------------|------|----------------|--------------|------------|------|
|---------------|------------|------|----------------|--------------|------------|------|

Total: \$630.00  
Payments: \$0.00

Setup Auto Payment 🔄Print 🖨Pay 💳

3b. Click "Next"

Payment Wizard

Home > My Profile > Payment Wizard





1 Customer      2 Open Orders/Invoices      3 Submit      4 Confirmation

Select if this payment is for you or your organization.

Pay For: KM Remodel

Next >

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

    Joe Smith ▼

## Payment Wizard

Home > My Profile > Payment Wizard

1 Customer2 Open Orders/Invoices3 Submit4 Confirmation

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KM Remodel Joe Smith

### Order Summary






|           |          |
|-----------|----------|
| ITEMS (1) | \$630.00 |
| TOTAL     | \$630.00 |

### Billing Address + add new billing address

1234 Street Lane Orange Town, Florida 12345 United States

### Payment Options

Credit Card     ACH



**Name on Card: \***

**Card Number: \***

**CVV Number: \***  ?

**Expiration Date: \***

**Billing Zip/Postal Code: \***

**Save this Credit Card?**  Store securely in Anywhere Payments?

### Confirmation Email

A confirmation email will be sent to:

**Send a copy to:**

Submit Payment ✓

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

Payment Wizard

Home > My Profile > Payment Wizard

1 Customer 2 Open Orders/Invoices 3 Submit 4 Confirmation

KM Remodel Joe Smith

Your transaction was successful.

A confirmation email has been sent to [joe@kmremodel.com](mailto:joe@kmremodel.com)

INVOICE # 5790 FRIDAY, JUNE 21, 2024

**Customer:**  
#3220  
KM Remodel

**Billing:**  
KM Remodel 1234 Street Lane  
Orange Town, Florida 12345  
United States

View Order Details Make Another Payment