Group Payment Option

Follow the steps outlined in this document to complete your Group Payment of IEEE Memberships
Group Payment Requests

Steps for New Applicants

- Visit www.ieee.org/join, select to ‘Join as a professional’ or ‘Join as a student’.
- Select the "Create Account" button. Enter your name, email address, password, and click on ‘Create Account’ button.
- Enter your profile information, including mailing address, education and/or employment information to complete your registration. You do not need to ‘Proceed to checkout’ after you’ve saved your information.
- Send your Name, Email address/Username, and IEEE member number to the organizer.
  - Note: You may find your IEEE member number by clicking on your name to access ‘My Account’ then click on the ‘Manage personal profile’ link.

https://www.ieee.org/membership/group-payment-option.html
Group Payment Requests

Steps for Renewing IEEE Members

- Visit [www.ieee.org/renew](www.ieee.org/renew), click the ‘Renew Now’ button and sign in with your IEEE Account.

- Verify and/or update your profile information including your address, education, and employment information, if needed.

- Review your shopping cart and make changes if needed. You do not need to ‘Proceed to checkout’ after you’ve saved your changes.

- Send your Name, Email address/Username and IEEE member number to the organizer.
Group Payment Requests

Steps for Organizers

- Ensure all individual applicants / renewing members that you are paying for have completed the following information online:
  - Mailing Address, Education Information and/or Employment Information

- Complete the IEEE Group Payment Template Form (Excel Spreadsheet).
  - Fill out the 'Request Date', and 'Bill To' information.
  - Select your preferred payment method (Bank Transfer/Wire Transfer/ACH, Credit Card/PayPal, or Check)
  - For each individual applicant / renewing member that you are paying for, be sure to enter the ‘IEEE Member Number’, ‘First Name’, ‘Last Name’, ‘Member Email Address’ and ‘Order Total Amount (USD)’
    - Note: If you do not know the ‘Order Total Amount’ you may leave it blank. IEEE Member Operations will confirm the amount of everyone’s current shopping cart before returning your Group Statement/Invoice.

- Email the completed form to ‘groupinvoice@ieee.org’.
  - Upon receiving the list, IEEE Member Operations will create a Group Statement/Invoice, and email it to you in PDF format, along with the payment instructions within 2 - 3 business days
    - Note: Any individual applicants/renewing members with incomplete or inaccurate information will delay the response

- Once payment is received by the IEEE a confirmation will be sent. Your orders will be completed within 5 business days after payment confirmation.