

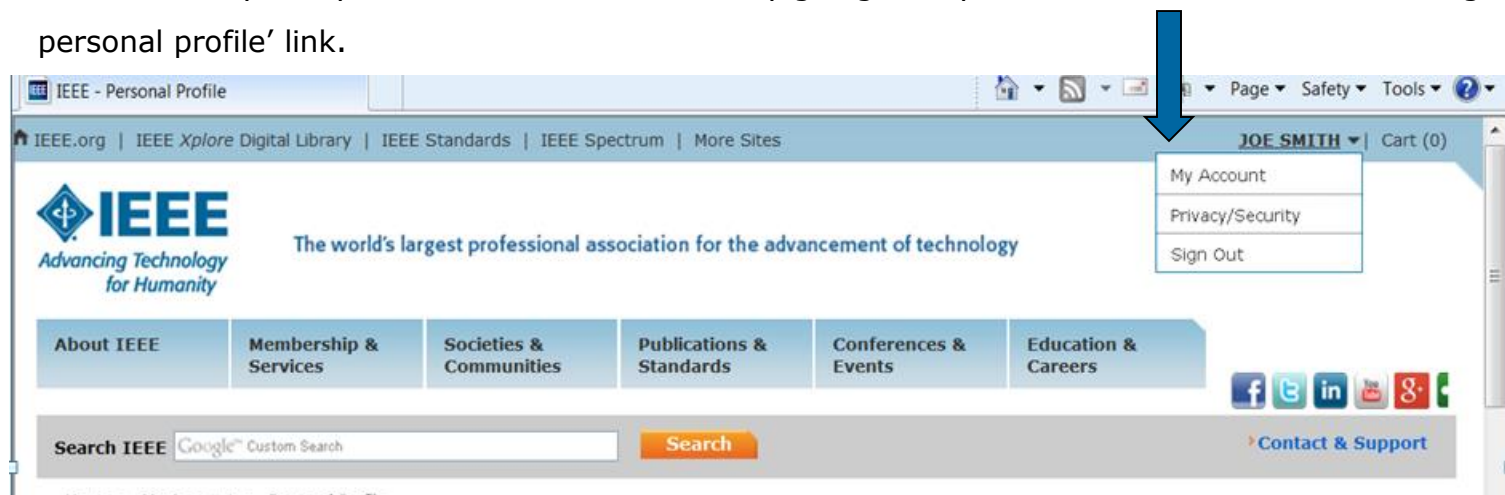
Group Invoice

Follow the steps outlined in this document to complete your Group Invoice Payment

Group Invoice process – for new applicants

1. Visit www.ieee.org/join , select to 'Join as a professional' or 'Join as a student'.
2. Select the "Create Account" button. Enter your name, email address, password, and click on 'Create Account' button.
3. Enter your address, education and employment information if needed to complete your registration. You do not need to 'Proceed to checkout' after you've saved your information.
4. Send your Name, Email address/Username, and IEEE member number to the organizer.

Note: You may find your IEEE member number by going to 'My Account' then click on the 'Manage personal profile' link.



Group Invoice process – for renewing members

1. Visit www.ieee.org/renew , click the 'Renew Now' button and sign in with your IEEE Account.
2. Verify and/or update your address, education, and employment information if needed.
3. Review your shopping cart and make changes if needed. You do not need to 'Proceed to checkout' after you've saved your changes.
4. Send your Name, Email address/User name and IEEE member number to the organizer.

Group Invoice process – for organizers

1. Complete the [IEEE Group Invoice Template Form](#) (Excel Spreadsheet).
 - 1) Fill out the 'Request Date', and 'Bill To' information.
 - 2) Complete the 'List of Members`.
 - 3) Indicate your preferred payment method (Credit Card, Wire Transfer, Cheque, and PayPal), either on the spreadsheet or within the email.
2. Email the completed form to `groupinvoice@ieee.org`.
 - Upon receiving the list, we will create a Group Invoice, and email it to you along with the payment instructions within 3 -5 business days
3. After the payment has been made, send email notification to `groupinvoice@ieee.org` .
4. After payment is received by the IEEE a confirmation will be sent within 3-5 business days. Your order will be completed within 10 business days after payment confirmation.