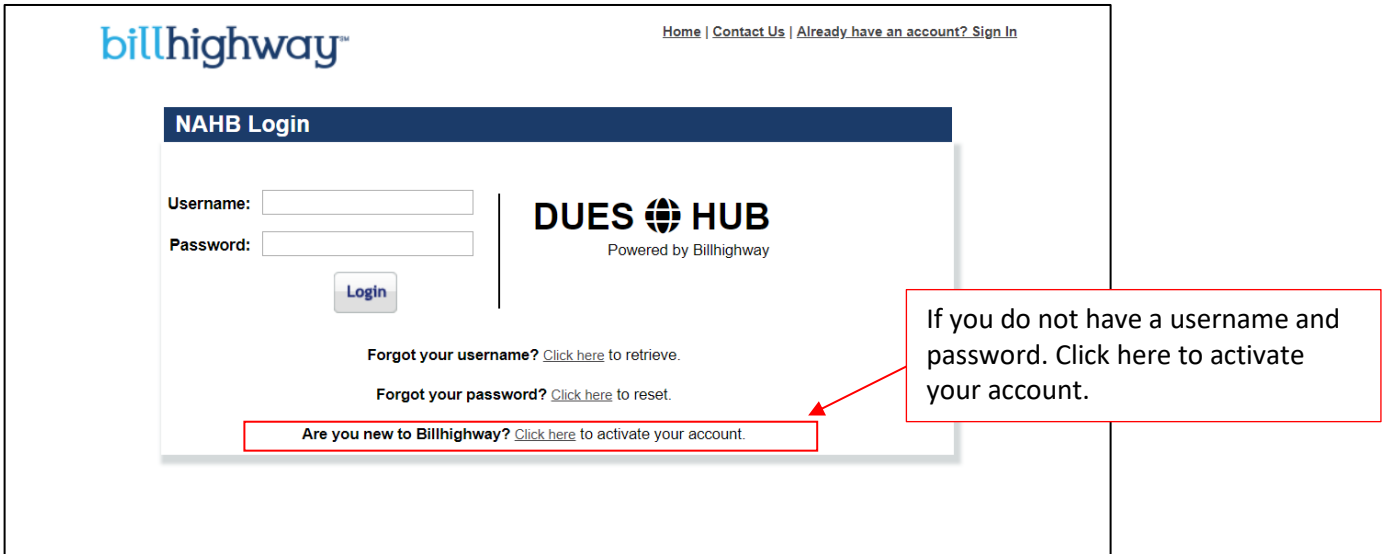


NAHB – Membership Renewal Guide

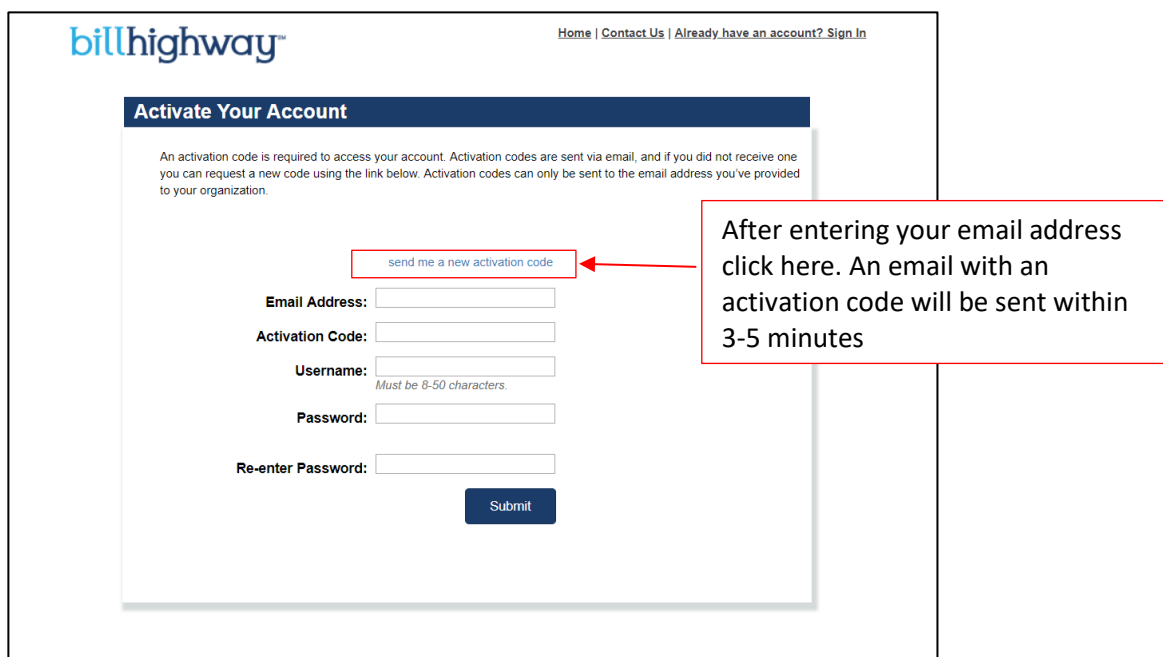
To renew your membership successfully, please use Google Chrome, Mozilla Firefox, or Safari. If you have a pop-up blocker enabled on your web browser, please allow pop-ups when prompted. Pop-ups must be enabled in order to process your renewal.

Step 1: First, you will need to login at Billhighway. [Click here](#) to visit the NAHB login page.



The screenshot shows the 'billhighway' logo at the top left and navigation links 'Home | Contact Us | Already have an account? Sign In' at the top right. The main heading is 'NAHB Login'. Below this are two input fields for 'Username:' and 'Password:', followed by a 'Login' button. To the right is the 'DUES HUB' logo with the text 'Powered by Billhighway'. Below the login fields are three links: 'Forgot your username? Click here to retrieve.', 'Forgot your password? Click here to reset.', and 'Are you new to Billhighway? Click here to activate your account.' A red box highlights the 'Are you new to Billhighway?' link, and a red arrow points from a callout box to it. The callout box contains the text: 'If you do not have a username and password. Click here to activate your account.'

After clicking to activate your account, you will need to enter your email address and click, "Send me an activation code". An activation code will be delivered to your email address within 3-5 minutes with instructions to activate your Billhighway account. Need additional assistance logging in? [Click here](#) to watch a brief video.



The screenshot shows the 'billhighway' logo at the top left and navigation links 'Home | Contact Us | Already have an account? Sign In' at the top right. The main heading is 'Activate Your Account'. Below this is a paragraph: 'An activation code is required to access your account. Activation codes are sent via email, and if you did not receive one you can request a new code using the link below. Activation codes can only be sent to the email address you've provided to your organization.' Below the paragraph is a link 'send me a new activation code' highlighted with a red box. Below the link are five input fields: 'Email Address:', 'Activation Code:', 'Username:' (with a note 'Must be 8-50 characters.'), 'Password:', and 'Re-enter Password:'. A 'Submit' button is at the bottom. A red arrow points from a callout box to the 'send me a new activation code' link. The callout box contains the text: 'After entering your email address click here. An email with an activation code will be sent within 3-5 minutes'.

Step 2: If you are renewing your membership, click the Renew Subscription(s) button.

My Account Summary

Related Links
[Member Directory](#)
[Change My Username](#)
[Change My Password](#)
[Make My Payment](#)
[Apply Credits](#)

Welcome, Michael Scarn

Local Builders Association

My Subscription(s)

| Subscription Type | Exp Date |
|-------------------|------------|
| Builder | 02/29/2020 |

[View Subscription\(s\)](#) [Renew Subscription\(s\)](#)

Bill Highway News

11/19/2018 - Thanksgiving Week
11/19/2018 - Site Maintenance on 11/27/18, 5am - 9am E
More News...

Your Group's News

This section is available for you to post messages for all members to see. To create a custom message [CLICK HERE](#).

For questions about your balance, please contact your group administrator.

Local Admin
555-555-5555
nahb-la1@billhighway.com

Step 3: After clicking on the Renew Subscription(s) button, review your member profile information and click the arrow under the Renew column to move to the next step. If you have multiple subscriptions, select the arrow of the subscription you wish to renew.


Renew Subscription(s)

Member Profile Information

Name Michael Scarn
Address 1725 Slough Avenue
Scranton, PA 18503
Phone 555-555-5555
Email Address


[Edit Profile Information](#)

Subscriptions Eligible for Renewal

| Subscription | Type | Expiration Date | Company | Renew |
|--------------|---------|-----------------|----------------|---------------------------------------------------------------------------------------|
| Builder | Builder | 02/29/2020 | Dunder Mifflin |  |

[Privacy Policy](#) | [Terms & Conditions](#) | [Contact Us](#)
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Step 4: Once you have clicked on the renew button, your renewal application will load below.

| Subscription | Type | Expiration Date | Company | Renew |
|--------------|---------|-----------------|----------------|-------------------------------------------------------------------------------------|
| Builder | Builder | 02/29/2020 | Dunder Mifflin |  |

Membership Type

Override current selection (this will create a new subscription instead of renewing the existing one).

Dues

- Yearly: \$598.00 Quarterly: \$156.98 Monthly: \$54.81

Donations (One Time)

- 11.16.17 Campaign \$5.00 \$10.00 \$15.00 Other No Donation

Total: Please select a payment option.

TERMS & CONDITIONS: Your application is subject to further approval by the HBRA of Central Massachusetts and may require more information. All applications are "pending" until approved by the local chapter association. DUES AS A BUSINESS EXPENSE: While contributions or gifts to the HBRA of Central Massachusetts are not deductible as charitable contributions for Federal Income tax purposes, they may be deductible under other provisions of the Internal Revenue Code.

I agree to the terms and conditions. * This box must be checked in order to continue.

Auto Renewal

I would like my membership to renew automatically. By selecting to auto-renew, I acknowledge that my selected payment method will be used for the renewal

Payment Information

- Bank Account Credit Card

Pay Later



Submit Renewal

Payments can be made by mailing in a check or members can make payments later via Credit Card or ACH.

You will need to select the terms and conditions check box and enter payment information. From here, you can click the 'Submit Renewal' button. Please note that donations will only be available if your local association participates in the collecting of PAC contributions. [Click here](#) to watch a full video of the renewal experience.

Having Trouble and want some additional assistance? Contact the Billhighway Client Care Team at 866.245.5499, Monday-Friday, 9am-7pm EST or via email at support@billhighway.com