

## Upgrading from a “Guest” Non-Member Account to ASHE Member

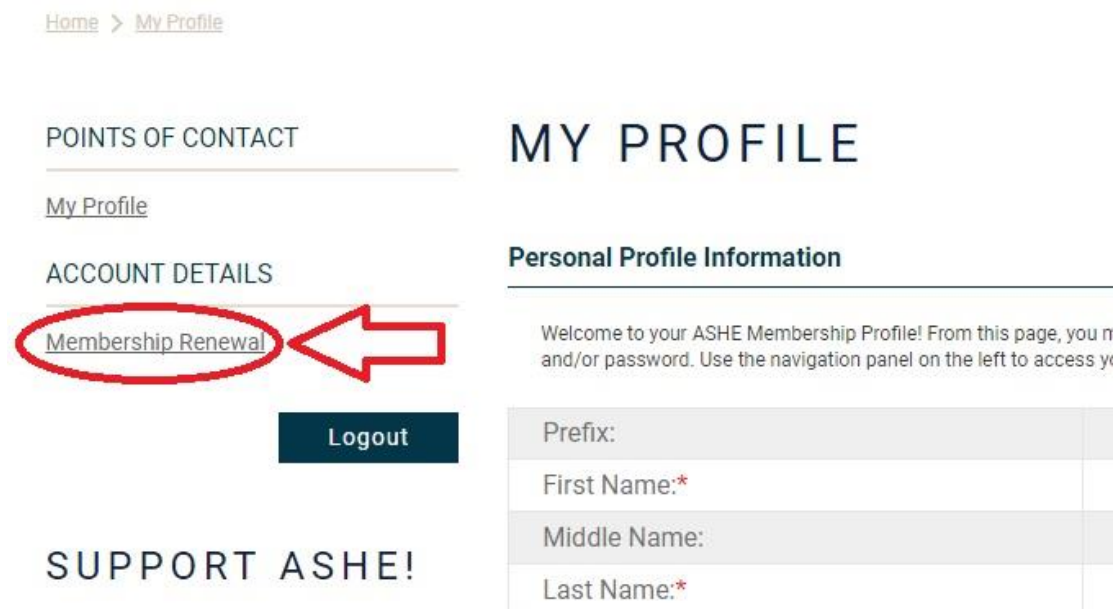
Navigate to [www.ashe.ws](http://www.ashe.ws) and click on the login button at the top right corner of the page:



Log into the website with the username and password you created when you signed up for a Guest account to submit your proposal. If you cannot remember your username or need your password to be reset, please contact the ASHE office at 702-895-2737 or at [ashe@unlv.edu](mailto:ashe@unlv.edu).

Upon logging in, you will see “My Profile” with your information previously submitted when creating the Guest account. If you have any changes (e.g. mailing address, institutional affiliation, email, etc.) please update your profile and then click on the “Save changes” button at the bottom of the page.

To upgrade from the Guest non-member account to an ASHE membership, click on the “Membership Renewal” link to the left of your profile under “Account Details.”



On the next page, make sure the box is checked under “Membership Type” so that you may renew with a different type of membership, and then check “Next.”

POINTS OF CONTACT


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SUPPORT ASHE!



SUBSCRIPTION INFO > RENEWAL INFO > PAYMENT

Please review the details of your current membership subscription below. You have the option to renew with a different member type if your status has changed (e.g. you are no longer a student, you are an administrator/faculty member who has returned to school, or you have retired). **Please click on the "Next" button once you have selected the member type you wish to renew.**

**Current Subscription**

Member Type:	Guest (Non-Member)
Description:	This does not entitle the individual to an ASHE membership and associated benefits. The Guest account gives the individual access to the ASHE proposal system affiliated with the annual conference. Individuals may upgrade to a paid membership by logging into their guest account, clicking on "Renewal" and selecting one of the ASHE member options.
Current Expiration Date:	03/03/2018
Membership Cost:	\$0.00

**Membership Type** \* Required Information

Renew with a Different Member Type

[Next >>](#)

Select the member type you would like to upgrade to from the drop-down list.

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SUBSCRIPTION INFO > RENEWAL INFO > PAYMENT

**Membership Type**

Please choose a Member Type from the drop-down menu below.

**Membership Type Details**

Membership Options:

Once you select your member type, a page with the benefits should populate. Scroll down, and you can select your directory options to be listed in the member database, and to be listed as program director if that is your role at your institution. To select both use Ctrl + click to highlight each item.

**Directory Listing Options**

Directory Categories:

ASHE Member  
Program Director

**Use Ctrl + click on each directory category to be listed in both directories**

Beneath the directory listing options you will have two options to pay for membership. You may pay by credit card online (you will be re-directed to a secure site for payment) or elect to receive an invoice that you may pay by check or credit card.

**Additional Listings**

Additional Categories	<input type="text" value="0"/> (\$0/each)
Additional Cost:	<input type="text" value="0"/>
Promotional Code:	<input type="text"/>

Warning: Paying by Credit Card will sign you out of this application and redirect you to secure payment page.



If you elect to receive an invoice, you may return to your account, and click on “My invoices” under Account Details.

POINTS OF CONTACT

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ACCOUNT DETAILS

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**Logout**

## MY PROFILE

**Personal Profile Information**

Welcome to your ASHE Membership Profile! From this page, you can update your profile information, change your email address and/or password. Use the navigation panel on the left to access these options.

Prefix:
First Name:*
Middle Name:
Last Name:*
Suffix:
Member Type:
Member ID
Affiliation Date:
Last Updated:
Expiration Date:

You can print and mail the invoice with a check to ASHE, or click “make payment” to pay online by credit card.

[Home](#) > [My Invoices](#)

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Please view the status of your ASHE invoices below.

Invoice Number	Invoice Date	Due Date	Amount	Paid	Status	Action
424	4/27/2017	5/4/2017	\$160.00	\$0.00	Pending	<a href="#">View Invoice</a> <a href="#">Make Payment</a>



You may address any questions about membership to our ASHE Office by calling 702-895-2737 or email [ashe@unlv.edu](mailto:ashe@unlv.edu).