

## How to renew or sign up for a new OCCMA Membership

Go to [this webpage](#).

Once there, click **Sign In**

- Use the full, primary email address on file with the LOC/OCCMA as your username.
- If you do not know your password, you may retrieve/reset it by contacting the LOC by [email](#) or by phone at 503-588-6550, Monday - Friday, 8am - 5pm.
- If you do not have an account, you can create one, or [contact the LOC](#) and we will create one for you.

Next, start your **application**.

- Click **Next**.
- Enter your **Annual Salary**.
- Enter your **Deferred Comp** if applicable.
- Agree to the **Terms & Conditions**.
- Indicate if you would like to be on the **OCCMA listserv**.
- Verify your listserv **email address**.
- Click **Next**.

Then, select your **membership type**.

- If you are unsure which membership type you should choose, you can see the full description of each membership [here](#).
- If you are still unsure, you can contact [Kelly Richardson](#), OCCMA Liaison and she will assist you.
- Once you have selected your membership type, click **Add to Cart**.
- Click **Finish**.

Finally, **checkout**.

- **Pay Now**
  - Enter payment information and **Submit Order**.
  - A confirmation email will be sent to your email address.
- **Bill Me**
  - Enter today's date as the PO Number and **Submit Order**.
  - A confirmation email will be sent to your email address and an invoice will be emailed to you.
  - If you choose the Bill Me option please make checks payable to OCCMA and mail to 1201 Court Street NE, Suite 200, Salem, OR 97301. ***If dues are not paid by January 31, 2021 you will not have access to the listserv.***