



## Paying Your Membership Dues

**To complete the renewal process and pay your membership dues, you or another Company Administrator can follow these steps:**

- Login to your account at <https://portal.publicgardens.org/APGA/WP/WPLogin.aspx>.
  - o *Login using your personal credentials (Your username should be your full email address. You can use the Forgot Password link to reset your password. Please contact [info@publicgardens.org](mailto:info@publicgardens.org) if you have trouble logging in or are locked out of your account.)*
- Once you are logged into your account, you should be on your dashboard page. Scroll down and click "My Profile."
- You should see your organization's name under your name at the top left corner of the screen; click on your organization's name.
- Under the blue box, click on the Billing tab. There will be an invoice for your membership dues here.
- Click "Add to Cart" and then "Proceed to Checkout".
- If you have a credit with APGA, select "Bill to Organization" from the drop down menu under Payment Details to view the credit. There will be a green button to Apply Credit.
- After applying any credits or promotional codes, you can enter your payment details and submit the order. If you have any problems, please reach out to [info@publicgardens.org](mailto:info@publicgardens.org).

**Thank you for renewing your membership!**