



# Membership Renewal Application User Guide

Fiscal Year 2025

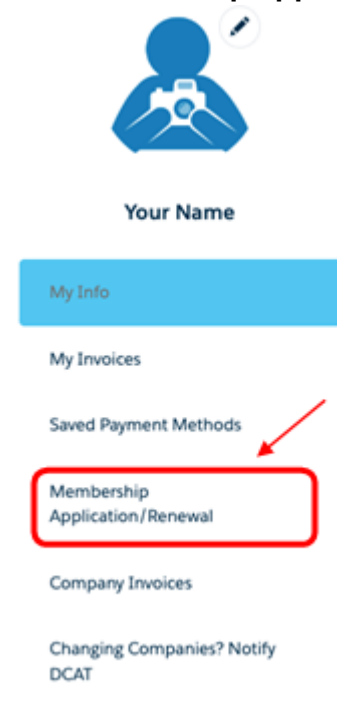
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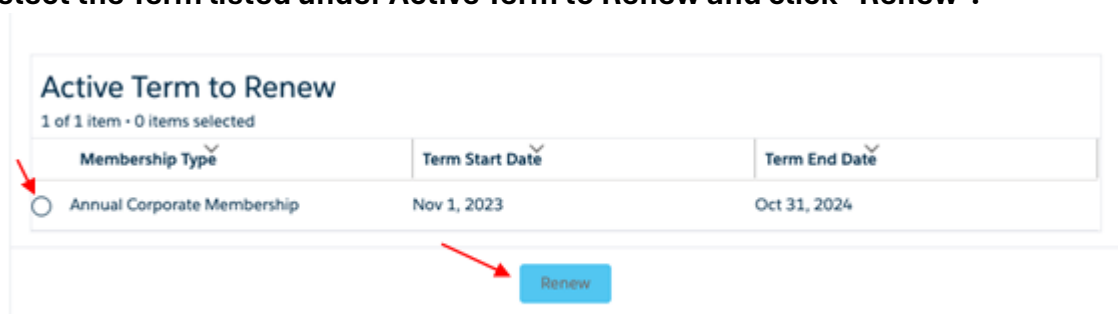
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## ACCESSING THE RENEWAL APPLICATION

1. [Click here](#) to access the DCAT Member Portal and log in using your credentials. (Trouble logging in? [Click here.](#))
2. On the left-hand side, click “Membership Application/Renewal”



3. Select the Term listed under Active Term to Renew and click “Renew”.



- a. If you or your colleague already started an application, it will appear above the term section in Draft status. Click the Draft to continue the application.
- b. If there is not term or application, your company most likely already renewed their dues for FY 2025.

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## SECTION I: COMPANY INFORMATION

1. Complete the required question under Question 1 to confirm that the company name has not changed in the last year.

**1. Company Name:** Refers to the Registered Corporate Member. Only the name, logo and brand of the Registered Corporate Member will be used for promotion within the DCAT community.

ABC Test Company

Has the company's name changed in the last year?

2. Review all the remaining information in Section 1 and make edits if applicable.
3. Review the logo under question 12. If changes are necessary, click the upload file to submit a new image. \*Please note the image will not replace the existing image instantly. We will update this internally.\*

**12. Company Logo -** Please review the logo we have on file for your company. If it has changed, upload the new logo for use on DCAT's website and portal. (Optional)



Please Upload a .JPG or a .PNG file

Or drop files

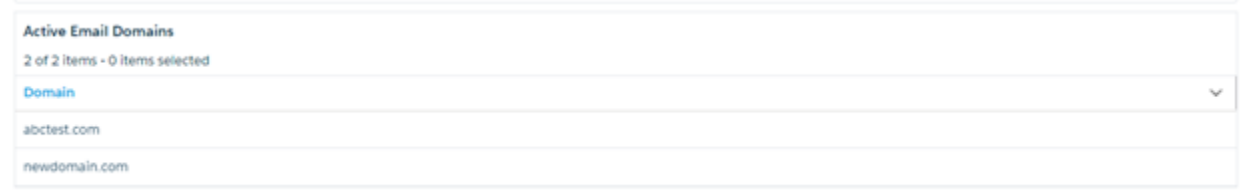
4. When finished, click the “Save & Next to Section II” button at the bottom of the page.

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## SECTION II: COMPANY EMAIL DOMAINS

The accuracy of company email domains is critical as we use email domain matching for Member Company employees to gain access to event registration, mobile app and exclusive member content in our community portal.

1. Review the active email domains listed for your company.



The screenshot shows a section titled "Active Email Domains" with a sub-header "2 of 2 Items - 0 Items selected". Below this is a table with a "Domain" column and a dropdown arrow on the right. The table contains two rows: "abctest.com" and "newdomain.com".

2. If you need to **add a new domain** or **delete a current one**, use the dropdown menu and select the option and follow the prompts on the next page.



The screenshot shows a dropdown menu with the text "\* I would like to..." above it. The menu is open, showing four options: "--None--", "Create a new domain", "Delete a domain", and "No Changes Necessary".

3. If no changes are needed, click "No Changes Necessary".
4. Click Next to proceed to Section III.

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## SECTION III: COMPANY CONTACTS

In this section, you must ASSIGN/UNASSIGN company contacts to specific responsibilities related to your DCAT membership and activities and add other company employees who would like access to member benefits and activities.

Each Company Role must have at least one contact assigned to it.

1. Please review the existing roles and make changes as needed.
2. Once all changes are made or if you have no changes, select “I’m Finished” from the dropdown menu and then click the “Update” button.

### Adding/Removing Contact Roles

Select the Role to update from the “I would like to..” dropdown menu and click “Update”.

Use the dropdown menu to deactivate a current contact from a role or add a new contact to the role. Then click and follow the prompts until the changes are complete.

When adding a new contact, you can select from the dropdown menu an existing contact from your company or add a new contact by selecting: **-Add New Contact-**

When deactivating a contact, select the radio button next to their name and follow the prompts to remove the contact.

Once you are done with changes, or if no changes are necessary, select “I’m Finished” from the dropdown and click Update.

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## SUBMITTING YOUR APPLICATION

If you are ready to submit your application, click “Ready for Submission”

The screenshot shows the DCAT website header with the logo and navigation links: DCAT After The Show 2024, Committees, Value Chain Insights, Member Companies, More, and a user profile icon. Below the header, the page title is "Membership Application 000727". The main content area contains instructions: "You are about to complete your company's 2025 Membership Renewal application. The Membership Dues Invoice will be accessible once the application is submitted and approved. The dues may be paid by ACH, wire, check or online with a credit card. Membership for the 2025 DCAT fiscal year (November 1, 2024 - October 31, 2025) will be activated upon receipt of payment." Below this, there is a "Need assistance?" link. A section titled "SECTION I: COMPANY INFORMATION" contains a question: "1. Company Name: Refers to the Registered Corporate Member. Only the name, logo and brand of the Registered Corporate Member will be used for promotion within the DCAT community." To the right of this section is a box titled "Application Submission Wizard" with the text: "Please hit the ready for submission button below when you have completed all 3 sections." and a "Ready For Submission" button.

If questions have been missed or answered with invalid information, you will see the missing information in red.

The screenshot shows a box titled "Application Submission Wizard" with the text: "In order to submit your application please review the following questions:" followed by "See Section I: Question #6 Company Address" in red. At the bottom right of the box is a "Review" button.

Once you have fulfilled all requirements, click **Submit Application**.

The screenshot shows a box titled "Application Submission Wizard" with the text: "You have fulfilled all requirements to submit your application. Please proceed when you are ready." At the bottom right of the box is a "Submit Application" button.

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## PAYING COMPANY MEMBERSHIP DUES

Finally, you will be prompted to the Checkout Screen. You have two options: **Pay by credit card** or **request an invoice**. Select the option that works best for you and proceed.

The screenshot displays the 'Checkout' page with the following sections:

- 1. Choose a Payment Method**: Includes 'Online Payment' (selected) and 'Request Invoice' options. The 'Online Payment' section contains fields for Card number (1234 1234 1234 1234), Expiration date (MM / YY), Security code (CVC), Country (United States), and Zip code (12345). A checkbox asks 'Would you like to save this payment method for future use?'.
- Order Summary**: Shows 'Items (1): \$3,300.00' and 'Due at Checkout: \$3,300.00'.
- Shopping Cart**: Lists 'DCAT Annual Corporate Membership' for \$3,300.00 with the plan 'DCAT Fiscal Year 2025'.

If an invoice is requested, it will be sent to the email you provided. Alternatively, you can view or pay the invoice anytime under **Company Invoices on the Profile page**.

The screenshot shows the 'Your Name' profile navigation menu with the following items:

- My Info
- My Invoices
- Saved Payment Methods
- Membership Application/Renewal
- Company Invoices** (highlighted with a red box)
- Changing Companies? Notify DCAT

Once completed the transaction, **YOU ARE ALL SET!** Please email [dcatmembership@dcat.org](mailto:dcatmembership@dcat.org) if you have any questions.