



Membership Renewal Application User Guide

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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”



Your Name

My Info

My Invoices

Saved Payment Methods

Membership
Application/Renewal

Company Invoices

Changing Companies? Notify
DCAT

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

Active Term to Renew		
1 of 1 item • 0 items selected		
Membership Type	Term Start Date	Term End Date
☐ Annual Corporate Membership	Nov 1, 2023	Oct 31, 2024

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 des for the current fiscal year.

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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?

--None--

--None--

Yes

No

2. Review all the remaining information in Section 1 and make edits if applicable.
3. Review the logo under question 13. 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.*

13. 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

Upload Files

Or drop files

Save & Next to Section II

4. Review the Terms & Conditions in the link provided. Select the Acknowledgement checkbox when finished.

14. MEMBERSHIP TERMS & CONDITIONS ACKNOWLEDGEMENT

Please review the Terms & Conditions linked below, and acknowledge by selecting the checkbox.

[View Terms and Conditions](#)

☐ I agree to the Terms and Conditions

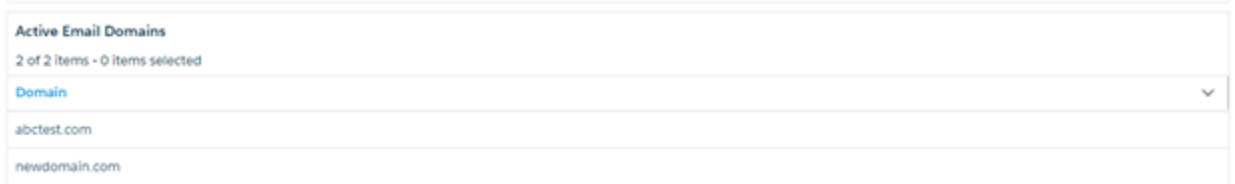
5. When finished, click the “Save & Next to Section II” button.

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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.



A screenshot of a web interface titled "Active Email Domains". Below the title, it says "2 of 2 Items - 0 Items selected". There is a table with two columns: "Domain" and an empty column. The table contains two rows: "abctest.com" and "newdomain.com".

Domain	
abctest.com	
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.



A screenshot of a dropdown menu. The menu is open, showing the following options: "--None--", "Create a new domain", "Delete a domain", and "No Changes Necessary".

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

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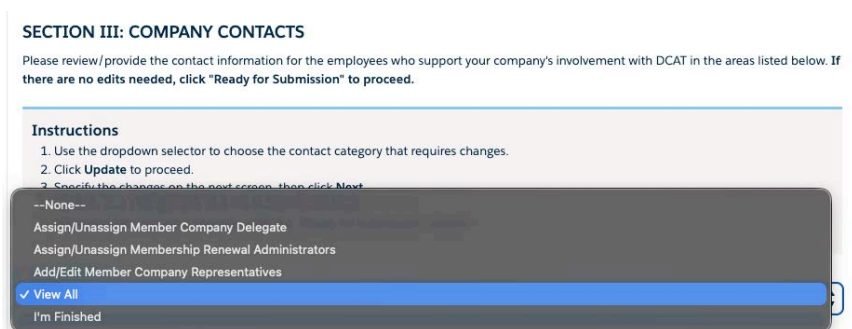
SECTION III: COMPANY CONTACTS

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.

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

From the “**I would like to..**” dropdown menu, select the Role to update 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 no changes are necessary, select “I’m Finished” from the dropdown and then 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 navigation links: DCAT After The Show 2024, Committees, Value Chain Insights, Member Companies, and More. Below the header, a green icon and text indicate the user is in the 'Membership Application' section with ID 000727. A paragraph explains that the 2025 Membership Dues Invoice will be accessible upon submission and approval, with membership for the 2025 fiscal year (November 1, 2024 – October 31, 2025) activated upon receipt of payment. A link for 'Need assistance?' points to the Renewal Help Page and User Guide. The main content area is titled 'SECTION I: COMPANY INFORMATION' and lists '1. Company Name' with a note that it refers to the Registered Corporate Member's name and brand. On the right, a box titled 'Application Submission Wizard' instructs the user to hit the 'ready for submission' button after completing all 3 sections. A blue button labeled 'Ready For Submission' is visible at the bottom right of this box.

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

This screenshot shows the 'Application Submission Wizard' box. It prompts the user to review the following questions: 'See Section I: Question #6 Company Address'. The text 'See Section I: Question #6 Company Address' is highlighted in red. A blue button labeled 'Review' is located at the bottom right of the box.

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

This screenshot shows the 'Application Submission Wizard' box. It informs the user that they have fulfilled all requirements to submit their application and to proceed when ready. A blue button labeled 'Submit Application' is located at the bottom right of the box.

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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.

Checkout

1. Choose a Payment Method

Credit Card

Request Invoice

* Card Holder Name

* Card Number

Autofill link

* CVV

* Expiry

MM / YY

☐ Would you like to save this payment method for future use?

Billing Address

+ New Address

Order Summary

Items (1):

\$3,300.00

Due at Checkout:

\$3,300.00

Shopping Cart

DCAT

Annual Corporate Membership

\$3,300.00

Plan: DCAT Fiscal Year 2025

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

Your Name

My Info

My Invoices

Saved Payment Methods

Membership Application/Renewal

Company Invoices

Changing Companies? Notify DCAT

Once completed the transaction, **YOU ARE ALL SET!** Please email dcatmembership@dcat.org if you have any questions.