

*We are so happy that you are renewing your MSS membership!
At any time, feel free to reach out to our Executive Director, Jennifer Talarico, with questions. You can reach her via email at themss@unomaha.edu.*

To begin your renewal of an MSS membership, you can either pay the invoice as it is, or you can complete the form online with changes (including a membership type or length change). Below are guides to help with each option.

RENEWAL BY INVOICE

Renewal Email

You may renew your membership by way of the renewal email sent to your associated email account. At the bottom of the email, there is a link to the invoice.

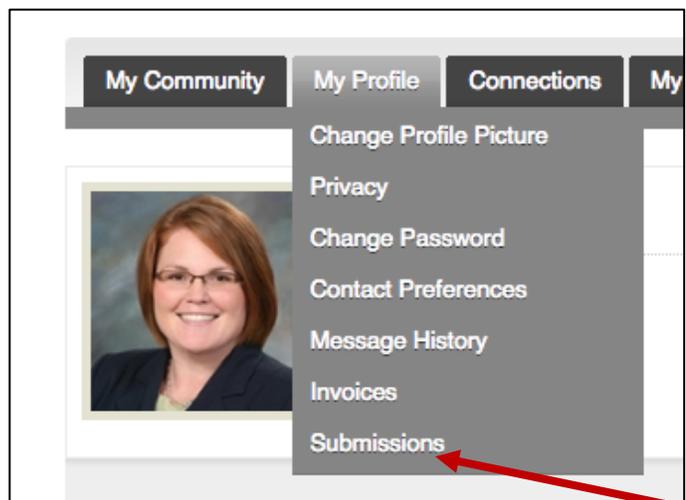
Your financial contributions truly are vital to our existence, but so is your renewal. Please renew by clicking the link below to pay the attached invoice. Or take a moment to let us know how we can be better.

[Click here to view this invoice](#)

Invoices Online

You may also find your invoice(s) online by logging into the MSS website. You will then click on the “My Profile” tab in the menu. From there, select the “My Profile” link below the nametag. Once in “My Profile,” you’ll see your profile information. Hover over the “My Profile” tab and you’ll see a number of dropdowns (depending on your permissions and active settings). Select the “Invoices” drop down. Next, you’ll see the list of any invoices that are associated with your account - paid or pending. Click on the ID to the left of the desired invoice to access more information.

You can pay an invoice once you open it by selecting “Pay Invoice” at the bottom. By selecting “Download Invoice,” you can save an invoice to your computer or send it to someone else.

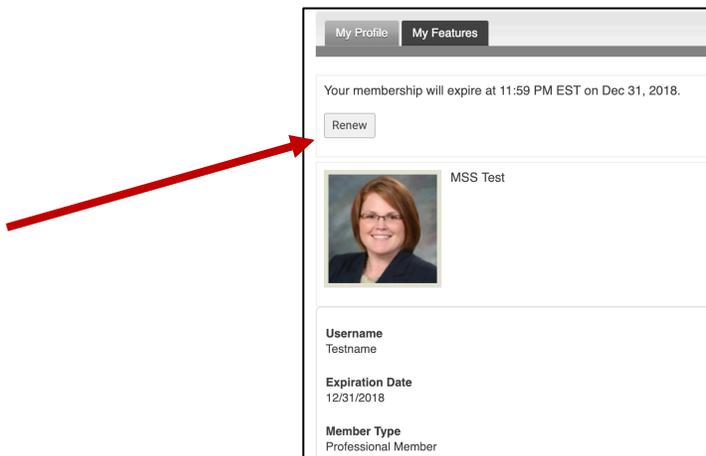


NOTE: Invoices must be paid in a single payment when paying online by credit card. If you would like to split a payment, you will need to contact the Executive Office for assistance.

CHANGING YOUR MEMBERSHIP BY COMPLETING THE RENEWAL FORM

If you wish to renew your membership online without accepting the current invoice, you will need to login to the MSS website. Do not use the link in your renewal invoice, as it will assume that you're accepting the invoice sent. Find your way to your profile page by selecting "My Profile" in the menu bar, then select "My Profile" in the links below the nametag.

At this point, you will see a "Renew" button above the photo icon. Use this button to begin completing your renewal form.



In the form, you may change the membership type or the length of the membership, if desired. All fields with an (*) are required and you will not be able to complete the form without this information.

Please be sure to review our membership types prior to purchasing your membership. Note that joint memberships are intended for two people (namely spouses/partners) living in the same household, sharing a The Sociological Quarterly journal subscription.

After completing the membership form, select "Next." You will then see a summary page, including your fees. If this is correct, select "Next."

At this time, you will select your form of payment.

- **Pay Now** – You will pay the amount due via credit card (Visa, Mastercard, American Express or Discover). By selecting this and submitting payment, a "Paid Invoice" is reflected in your account and can be used as a receipt. a
- **Invoice Me** – You may pay at a later date via credit card OR print the invoice and send a check to the MSS Executive Office for the balance due. By selecting this, an "Open Invoice" is placed on your account. With this option, understand that your membership is not active until that invoice is paid.