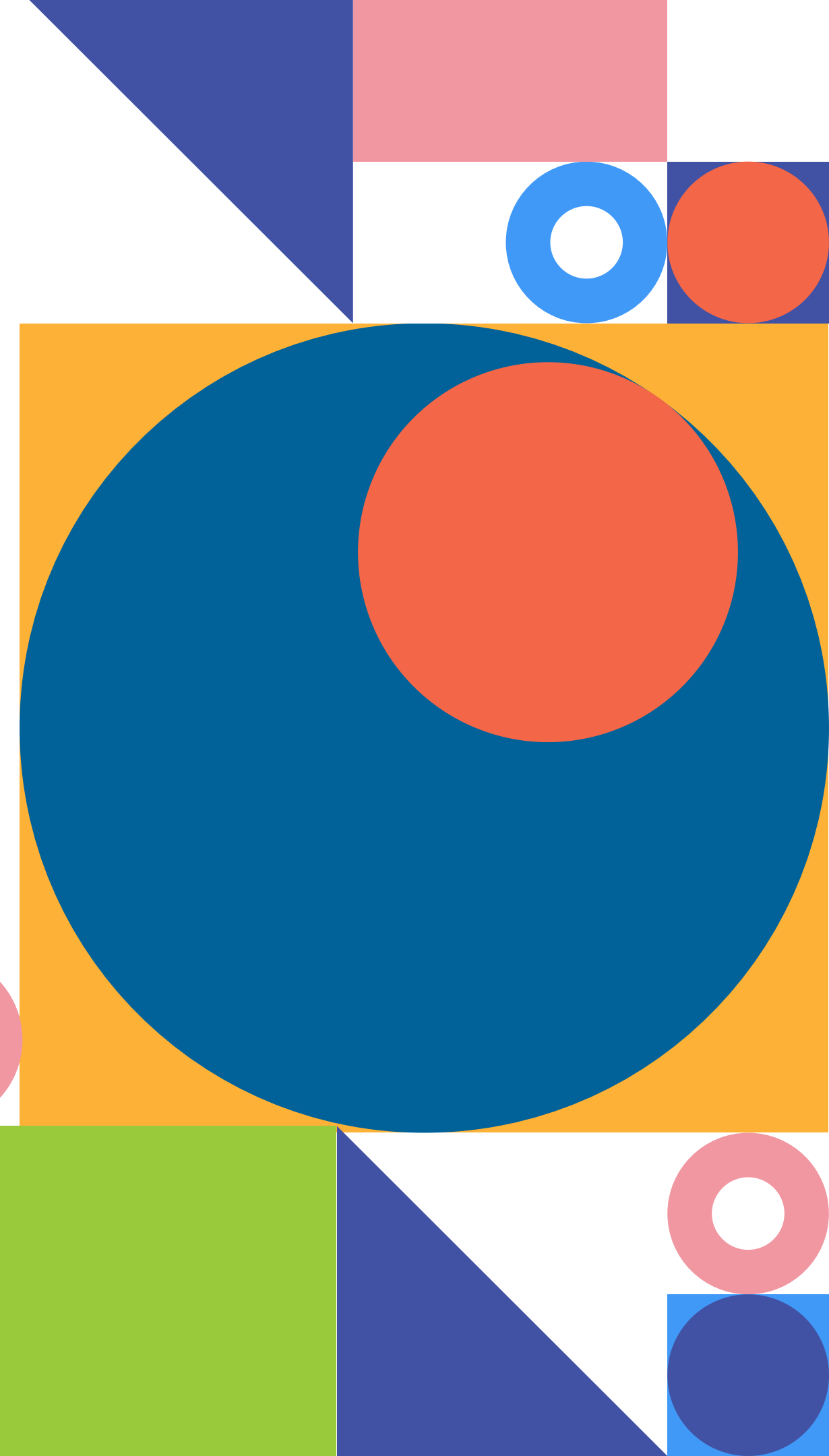




# Membership Renewal

2024



## Automatic Renewal

- If you enabled **automatic renewal**, your membership subscription will automatically renew on **January 15, 2024**.
- If not, your membership will be **deactivated on January 15, 2024** until you purchase your 2024 membership on the website. This is the case for groups and individuals.

# My organization

Information

Users

Orders

**Memberships**

Events

Invites

Search

Show expired memberships

Assigned to	Status	Auto renews
-- Unassigned --	✓ Valid	<input checked="" type="checkbox"/>
Emine Orhan	✓ Valid	<input checked="" type="checkbox"/>

## Group Renewal


For **Group Admins**, please click the pencil next to **“My Organization”** and check a few things:

- If the invoice for your 2024 membership, needs to include a PO#, please include it here.
- If you want to receive PEPPOL (electronic) invoices, please include your unique identifier (for Belgian entities, in most cases it is your VAT#).

# My organization

## Edit organization

### General information

**Avatar** ⓘ 

**Name**  
IIABEL

This organization is invite only

### Financial settings

**PO-number** ⓘ  
PO-number

Receive invoices via PEPPOL

**PEPPOL id type** ⓘ  
BE - Belgium VAT number

**PEPPOL identifier** ⓘ  
Your PEPPOL identifier/address

# Group Renewal

- Also make sure your **billing details** are correct.

Under **My Organization/Membership**, make sure to review all the members for your group (if applicable) and re-assign, add, remove members where necessary.


## My organization

Information Users Orders **Memberships** Events Invites

Search   Show expired memberships

Assigned to	Status	Auto renews
-- Unassigned --	✓ Valid	<input checked="" type="checkbox"/>
Emine Orhan	✓ Valid	<input checked="" type="checkbox"/>

### Billing information

<b>Organization</b>	<b>VAT number</b> ⓘ
IIA Belgium	BE 0429642395
<b>First name</b>	<b>Last name</b>
Emine	Orhan
<b>Street + number</b>	
Pegasuslaan 5	
<b>Postal code</b>	<b>City</b>
1831	Diegem
Belgium 	
<b>Email adress that will receive a copy of the invoices</b>	
E.g. invoices@company.com	