

Instructions on how to renew your BCLA membership

1. Log into the BCLA website www.bcla.org.uk
2. If you have not yet re-set your password or cannot remember it, please follow the steps in point 6, page 2 of this pdf. **NB. Do not create a new profile.**
3. Once you are logged in – click on the link with your name at the top of the webpage – you should then see the screen with your profile details like below.

Note: The area of grey boxes will show your name and contact number and Member ID. These have been concealed on the above example for privacy.

4. Scroll down the page and you will see an orange button 'RENEW'

5. Click on Renew button and you will see the payment page. Follow the online payment steps and click on submit order. Your membership will be renewed.

Shopping Cart

Override transaction date

Items

There are no records.

Update

Invoices

Invoice Number	Description	Balance
1765	Renewal: Full BCLA Membership - M	180.00 Pay Later

Cart Charges

Invoice Total	180.00
TRANSACTION GRAND TOTAL	180.00

Payment Details

Payment method: Mastercard

6. How to reset your password

- Click on the 'Sign in' link at top of the web page
- Click on 'Forgotten Password' Link
- A pop up box should open, enter your '**email**' address into the '**Username**' field and click on submit. (**NB.**Your username will always be the email address you originally created your BCLA account with.
- Characters which are 3 letters or numbers, for example BAH001 are not a username).
- You should receive an email in your inbox which will contain a link to reset your password – Click on this link and enter your choice of password and click on submit.
- You should now be logged in to the BCLA website.