

## How to renew or sign up for a new OCAA Membership

Go to [this webpage](#).

Once there, complete the Username and Password fields as instructed below:

**IMPORTANT: If you are renewing a membership on behalf of another person, you MUST login as the person you are renewing a membership for, otherwise the membership will go under your name.**

- Use the full, primary email address on file with the OCAA as your username (this will be the email address used to access the OCAA listserv).
- If you do not know your password, you may retrieve/reset it by contacting the LOC by [email](#) or by phone at 503-588-6550, Monday - Friday, 8am - 5pm.
- If you do not have an account, you can create one, or [contact the LOC](#) and we will create one for you.

Once you have completed the Username and Password fields, click Sign In.

Next, start your **application**.

- Click the **Join/Renew OCAA Membership** button on the bottom left corner of your profile page.
- **Select** which criteria is applicable to establish your qualifications for membership in the OCAA.
- **Enter** the city(ies) or Urban Renewal Agency(ies) you represent.
- Click **Next**.

Then, select your **dues amount**.

- For the 2024 membership year, dues are \$85.00 for the first member from any city or firm; \$65.00 for each additional member from the same city or firm, up to a total of 10 members; and \$45.00 for each member thereafter.
- If you are unsure which dues amount to choose, [contact Meghyn Fahndrich](#) and she will help you determine which dues amount is correct for you.
- Once you have selected your dues amount, click **Add to Cart**.
- Click **View Cart at the top of the page**.

## Join Now OCAA



This item has been added to your cart [View Cart](#)

[Chapter Membership Fees](#)

Finally, **checkout.**

- **Pay Now**
  - Enter payment information and **Submit Order.**
  - A confirmation email will be sent to your email address.
- **Bill Me**
  - Enter today's date as the PO Number and **Submit Order.**
  - A confirmation email will be sent to your email address and an invoice will be emailed to you.
  - If you choose the Bill Me option, **please makes checks payable to Oregon City Attorneys Association** and mail to 1201 Court Street NE, Suite 200, Salem, OR 97301. ***If dues are not paid by February 1, 2024, you will not have access to the listserv.***