

AIM Club Membership Renewal Instructions

Thank you for being a loyal AIM Club member and renewing your membership. Have questions about how to get started? Click on the links below for step-by-step instructions to renew, upgrade or resubscribe to a lapsed account. If you still have questions, please reach out to the AIM Club team at: April Smith: <u>asmith@aimclub.org</u> Heather Smith: hsmith@aimclub.org

- How to Login to Your AIM Account
- How to Identify Your Renewal Date & Account Status
- How to Renew Your Membership BEFORE Your Renewal Date
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How to Login To Your Account

- 1. Visit aimclub.org to get started.
- 2. In the upper right hand corner, click "Login"



- 3. Next, enter your Username and Password in the appropriate boxes.
 - a. Check "Remember Me" if you want to remain logged in on your computer!
 - b. Forgot your password? No problem! Simply click "Forgot Password" and an email with password reset instructions will be emailed to the email address associated with your account. *Note: If you don't see the email come to your inbox, check your spam folder!*
- 4. Click "Login"

Username or email address a	r	
aimclubmember@email	.com	
Password *		
•••••		
Remember me		
Log in		

You're officially logged in! Next step is to <u>Upgrade your Membership</u> or <u>Renew</u> <u>your Membership</u>.

How to Identify Your Renewal Date & Account Status

- 1. After you have Logged In, click "Account"
- 2. In the left hand menu, click "My Subscription"
- 3. Locate the row titled "Next payment date." This is the date that your membership is set to renew on. If this date is in the future, you can click the "<u>Renew Now</u>" or "<u>Upgrade</u>" button to continue your membership.

	Status	Active		
	Start date	November 21, 2022		
	Last order date	November 1, 2023		
<	Next payment date	November 1, 2024		
	Payment	Via Manual Renewal		
	Actions	Cancel		

 If there is a "-" character in this box instead of a date (see screenshot below), then your membership has lapsed. Don't worry! You can still renew your membership or upgrade. Jump down to this section for instructions.

Status	On hold
Start date	November 21, 2022
Last order date	5 days ago
Next payment date	
Payment	Via Manual Renewal
Actions	Cancel

How to Renew your Membership BEFORE Your Renewal Date

1. After you've logged in, click "Account."



2. In the left hand menu, click "My Subscription"

	Events 🕶 Memberships Sponsors Store Resources Blog 🛓 Account 🏋 😱
Dashboard	Hello Chuck L (not Chuck L? Log_out)
<u>Orders</u>	From your account dashboard you can view your <u>recent orders</u> , manage your <u>shipping and billing</u>
My Subscription	addresses, and edit your password and account details.
Addresses	
Payment methods	
Account details	
Log out	
	View My Upcoming Events Back to Main Dashboard

1. On the right side of the screen, click the red "Renew now" button. This will take you to a checkout page.

Dashboard	Status	Active
<u>Orders</u>	Start date	8 mins ago
My Subscription	Next payment date	October 19, 2024
<u>Addresses</u>	Auto renew	
Payment methods	Payment	Via Manual Renewal
<u>Account details</u>		
<u>Log out</u>	Actions	Cancel Add payment Renew now
	Subscription tota	s
	Product	Total

- 2. Enter in your billing address and credit card information. If you have a saved credit card on your account, you can either choose that card, or click "Use a new payment method"
- 3. Ensure your credit card information is correct.

Instructions continued below...

4. Click "Renew subscription."

 Complete checkout to ren 	ew now.		
Have a coupon? <u>Click here</u>	to enter your code		
Billing details		Your order	
First name *	Last name *	K Return to cart	
		Product	Subtotal
Country / Region *		1 Year × 1	
Select a country / region		- Length: 1 Year	\$34.95
Street address *		Subtotal	\$34.95
Aportment quite unit etc. (onti	ienel)	Total	\$34.95
Town / City *	01141)	Credit Card (Stripe)	
		Pay with your credit ca	urd via Stripe
Postcode / ZIP *			
		1234 1234 1234 1234	34
Phone *			
		Expiry Date *	Card Code (CVC) *
Email address *		MM / YY	CVC
		Save payment in purchases.	nformation to my account for future
		Your personal data will support your experienc	be used to process your order, ce throughout this website, and for
		other purposes describ	ed in our priva <u>cy policy</u> .

5. You will receive a checkout confirmation like the screenshot below.

Checkout					
Thank you. Your order has been received.					
ORDER NUMBER: DATE: EMAIL: TOTAL: PAYMENT METHOD: 37816 October 19, 2023 aimclub@email.com \$34.95 Credit Card (Stripe)					
View the status of your subscription in <u>your account</u> .					
Order details	Order details				
Product	Total				
<u>Membership - 1 Year</u> × 1 Length: 1 Year	\$34.95				
Subtotal:	\$34.95				
Payment method:	Credit Card (Stripe)				
Total:	\$34.95				

Congratulations! You're an AIM Club member for another year!

How to Upgrade your Membership

1. After you've logged in, click "Account."



2. In the left hand menu, click "My Subscription"

	Events 🕶 Memberships Sponsors Store Resources Blog 🛓 Account 🛒 😭
Dashboard	Hello Chuck L (not Chuck L? Log out)
<u>Orders</u>	From your account dashboard you can view your recent orders, manage your shipping and billing
My Subscription	addresses, and edit your password and account details.
Addresses	
Payment methods	
Account details	
Log out	
	View My Upcoming Events
	Back to Main Dashboard

Dashboard	Status	Active	
Orders	Start date	May 1, 2023	
Subscriptions	Last order date	June 6, 2023	
<u>Addresses</u>	Next payment date	June 6, 2024	
Payment methods	Auto renew		
	Payment	Via visa card ending in ####	
	Actions Subscription total	Cancel Change payment Renew now	
	Product	Total	
	Product <u>Membership - 1 Year</u> × 1 Length: 1 Year Upgrade	Total \$34.95 / month	
	Product <u>Membership - 1 Year</u> × 1 Length: 1 Year Upgrade Subtotal:	Total \$34.95 / month \$34.95 \$34.95	

3. Scroll down a little bit and click "Upgrade"

4. Click the drop down arrow under "Length"

	About	Events 👻	Memberships	Sponsors	Store	Resources	Blog	💄 Account	ÌĦ	¢
		Q	Home / Uncatego	orized / Membe	ership					
			Membe	rship						
		-	From: \$34.	.95 / year						
			You have added	l a variation of	f this proo	luct to the car	t already.			
	-		Length							
	MAS		1 Year						Ň	
			CLEAR						-1	
			\$34.95 / ye	ear						
1-YEAR MEMBERSHI	P		Switch sub	oscription						1
	No.									
			SKU: 1535 Category: Uncate	gorized						

5. Select "3-Year Membership"



6. Click "Switch Subscription"



- 7. Follow the on-screen instructions to checkout and click "Proceed to Checkout." Note: If you have a coupon code, enter it in the coupon code box and click "Apply Coupon" then click "Proceed to Checkout."
- 8. Follow the onscreen prompts to pay for your upgraded membership.
- 9. You will receive an email confirmation about your subscription change.

Thanks for upgrading your membership!

How to Renew Your Membership AFTER Your Renewal Date

1. If your renewal date has passed, your membership is "On Hold"

Status	On hold
Start date	November 21, 2022
Last order date	5 days ago
Next payment date	
Payment	Via Manual Renewal
Actions	Cancel

2. To renew your membership, scroll down on the "My Subscription" screen to the "Related Orders" section, and click "Pay" next to the lapsed subscription.

Related orders

Order	Date	Status	Total	
#####	November 9, 2023	Pending payment	\$34.95 for 1 item	Pay View
#####	November 21, 2022	Completed	\$0.00 for 1 item	View

3. Follow the onscreen prompts to complete the transaction.

Woohoo! You've renewed your subscription! Thanks for being an AIM Club member.

How Upgrade Your Membership AFTER Your Renewal Date

1. If your renewal date has passed, your membership is "On Hold"

Status	On hold
Start date	November 21, 2022
Last order date	5 days ago
Next payment date	
Payment	Via Manual Renewal
Actions	Cancel

- If you want to UPGRADE your membership from a 1-year to a 3-year, or a 3-year to a Lifetime, follow these instructions. Click "Cancel" next to actions. (See screenshot above)
- 3. After you select cancelled, you will see this alert on your screen:

Your subscription has been cancelled.

4. Now it's time to purchase the subscription you'd like to upgrade to.

5. In the top menu, click "Memberships" and then underneath the membership level you'd like to upgrade to, click "Join Now"

	About Events v <u>Memb</u>	perships Spontors Store Resources Blog 🛓 Account 👾 🌾
1 Year MEMBERSHIP \$34.95	BEST VALUEI Lifetime MEMBERSHIP	3 Year MEMBERSHIP
\$25 off Full Generator Service (1x/year) \$50 off Full Engine Service (1x/year) \$50 off Full Wash/Detail Services (1x/year) 1% off Paint Body Vork (up of S600/year) \$250 off Full Coach Ceramic Coating (1x/year) *Some exclusions may apply. SafeRide Emergency Road Services Discounts SyMed Ambulance Services Discounts Access to Fun, Adventure-Filled Railies & Events	SayAyay EXCLUSIVE Lifetime Member Content (blog post, NOUBLE the Value of Yearly Perks & Discounts FREE AIM Yard Sign Sto off Full Generator Service (1x/year) Sto off Full Generator Service (1x/year) Sto off Full Mesh/Detail Services (1x/year) Sto off Full Coach Ceramic Coating (1x/year) Some exclusions may app): SafeRide Emergency Road Services Discounts StyMed Ambulance Services Discounts StyMed Ambulance Services Discounts Secial Discourts on Your Vehicle Insurance Access to Fun, Adventure-Filled Rallies & Events	225 off Full Generator Service (1x/year) 550 off Full Engine Service (1x/year) 550 off Full wash/Detail Services (1x/year) 10% off Paint & Body Work (up to \$500/year) 2250 off Full Coach Ceramic Coating (1x/year) *Some exclusions may apply. SafeRide Emergency Road Services Discounts SkyMed Ambulance Services Discounts Special Discounts on Your Vehicle Insurance Access to Fun, Adventure-Filled Rallies & Events

6. If you have a coupon code, now's the time to enter it. Put your code in the box that says "Coupon code" and then click "Apply coupon"

	Product	Price		Quantity	Subtotal
	Membership - 3 Year	\$89.85 every	3 years		\$89.85 every 3 years
Coupon code	Apply coupon				Update cart
			Cart totals		
			Subtotal	\$89.85	
			Total	\$89.85	
			Recurring totals		
			Subtotal	\$89.85	every 3 years
			Recurring total	\$89.85 First rene	every 3 years awal: November 13, 2026
				Proceed to	checkout

7. Click "Proceed to checkout and follow the onscreen prompts to complete your purchase.

Congratulations! You've successfully upgraded your AIM Club membership.

How to Turn on Automatic Renewal

Note: Automatic Renewal requires a saved payment method. You can either complete this step after you <u>Renew Your Membership</u> or you can <u>Add a Saved</u> <u>Payment Method</u>.

1. On your Account page, click "My Subscription" in the left hand menu.

ALL INCLUSIVE About	Events 🕶 Memberships Sponsors Store Resources Blog 🛓 Account 🛒 😭
<u>Dashboard</u>	Hello Chuck L (not Chuck L? Log out)
Orders	From your account dashboard you can view your <u>recent orders</u> , manage your <u>shipping and billing</u>
My Subscription	<u>addresses</u> , and <u>edit your password and account details</u> .
Addresses	
Payment methods	
Account details	
Log out	
	View My Upcoming Events
	Back to Main Dashboard

2. Next to "Auto renew" click the white circle so it moves to the right.

Dashboard	Status	Active
<u>Orders</u>	Start date	October 12, 2023
My Subscription	Last order date	5 mins ago
<u>Addresses</u>	Next payment duty	October 31, 2026
Payment methods	Auto renew	
Account details	Payment	Via Manual Renewal
	Actions	Cancel Change payment Renew now

3. After you click that button, it will move to the right, and your payment information will automatically update. See below for an example.

<u>Dashboard</u>	Status	Active
<u>Orders</u>	Start date	October 12, 2023
My Subscription	Last order date	5 mins ago
Addresses	Next payment date	October 31, 2026
Payment methods	Auto renew	
Account details	Payment	Via vies card anding in 4242
Log out	rayment	
	Actions	Cancel Change payment Renew now

4. If you would like to change your payment method, click "Change payment" and follow the onscreen prompts.

Dashboard	Status	Active
Orders	Start date	October 12, 2023
My Subscription	Last order date	5 mins ago
Addresses	Next payment date	October 31, 2026
Payment methods	Auto renew	C
Log out	Payment	Via visa card ending in 4242
	Actions	Cancel Change payment Renew now

That's it! You've successfully turned on Automatic Renewals for your account! Your credit card on file will get charged every year on your renewal date.

How to Add or Edit Your Billing Address

- 1. Click "Account" in the top right corner of the page.
- 2. In the box on the left hand side, click "Addresses"
- 3. If you do not have a billing address saved, you will need to add one. Click "Add."
- 4. If you have a Billing Address saved already, it will appear in the Billing Address box. If you need to make changes to this billing address, click "Edit."
- 5. Type in your information and double check it to make sure it is correct.
- 6. Check the box next to "Update the Billing Address used for all future renewals of my active subscriptions (optional)." This will make it easier to automatically renew your subscription next year!
- 7. Click "Save address"
- 8. You will be redirected to the Addresses page. Ensure your correct billing address is saved in the box.

How to Add or Edit a Saved Payment Method

- 1. In the box on the left hand side of the screen, click "Payment methods."
- 2. If you have a payment method saved that you don't want to use, click "Delete" next to the saved payment method.
- 3. If you do not have a payment method saved or would like to add a new one, click "Add payment method"
- 4. Enter in your credit card information. Note: this card must be associated with the billing address that is saved on your profile!
- 5. Check the box next to "Update the Payment Method used for all of my active subscriptions (optional)" for easy renewal.
- 6. Click "Add payment"
- 7. Note: if you'd like to have more than one saved payment, you can! At checkout, simply choose the payment method you'd like to use. However, for automatic membership renewals, your default payment method will be charged.