

## Member - renew or change level

This page last changed on Jun 25, 2008 by [admin](#).

# Member Renewals and level changes

The HDA website offers many member online self-service features, including the ability for members to renew or upgrade their membership and pay membership dues online.

To start, the member must go to the Holistic Dental Association website and log in. Upon successful login, he will see a **'View profile'** link (See [Member - edit profile](#)).


Following this link he will get to his profile (i.e. membership record).

The top section of this form lists key membership information - Membership level, status, date joined and renewal date and provides functionality to change his membership level or renew:

The screenshot shows a web interface for a member's profile. At the top left is a button labeled 'Edit profile'. Below it are links for 'Profile', 'Access by others', and 'Subscriptions'. A blue header bar contains the text 'Membership details'. The main content area is a table with the following information:

Membership level	<b>Free Membership</b> (Free) Subscription period: Year Automatic renewal: no	<input type="button" value="Change membership level"/>
Status	<b>Active</b>	
Member since	5 August 2007	
Renewal due on	4 October 2008	<input type="button" value="Renew until 4 October 2009"/>


## Renewal

 HDA also supports Automatic [Recurring payments](#)

- Membership renewal parameters are defined for every level via [Member levels](#)
- Clicking on the **[Renewal]** button will first take user to review his membership details where he can opt out whether he wants to update his profile. Next, user will proceed with the checkout (if applicable to the level)
- If the online payment is successful, renewal date will be changed accordingly, otherwise his record will be changed to *Status = Pending Renewal*.
- If the manual payment was selected then his record will be changed to *Status = Pending Renewal*
- Member can always cancel or retry the renewal using the **[Cancel]** button from member profile.

## Membership Level Change

- Change membership level button will only be shown if current level's Security options **Member can change to** has any other levels selected. (See [Member levels](#))  
Members can chose to change from one level to another regardless weather the level is paid or free.

 Note: full price of the new membership term will be billed; next renewal date will be calculated based on new level settings and payment date. No refund will be done. Contact your site administrator if you are expecting a refund.


From here member can press on the **[Next]** button and proceed with payment option. (See: [Online payments](#))

### Change membership level: Select new membership level

Available levels \* Mandatory fields

\* **Membership level**

- Bronze Membership** \$10.00 (USD)  
Subscription period: Year  
Automatic renewal: no
- Silver Membership** \$20.00 (USD)  
Subscription period: Year  
Automatic renewal: no
- Gold Membership** \$30.00 (USD)  
Subscription period: Year  
Automatic renewal: no
- Platinum Membership** \$40.00 (USD)  
Subscription period: Year  
Automatic renewal: no

 Please note: full price of the new membership term will be billed; next renewal date will be calculated based on new level settings and payment date. No refund will be done. Contact your [site administrator](#) if you are expecting a refund.

[Cancel](#) Next


If the payment is successful, the renewal date will be changed accordingly. Otherwise his record will be changed to *Status = Pending Upgrade*. The member can always cancel or retry the upgrade process using the [**Cancel**] button from the member profile.

### My profile

Edit profile

Profile [Access by others](#) [Subscriptions](#)

Membership details

Membership level	<b>Platinum Membership</b> \$40.00 (USD) Subscription period: Year Automatic renewal: no
Status	<div style="border: 1px solid yellow; padding: 5px; margin-top: 5px;"> <p> Change of membership level is initiated. Payment is pending.</p> <p style="text-align: center;"><span>Cancel</span></p> </div>
Member since	5 August 2007
New renewal date will be	18 June 2009