Steps for Paying the Team Listing Fee Online

Getting Started
1. Are you currently listed as a team coordinator or team leader on the team?
   a. YES
      i. Proceed to step 2.
   b. NO
      i. You do not have permissions setup in the system to pay the team listing fee online. Ask someone who is listed as the team leader or team coordinator to perform this task and follow these directions. If you are a new team leader or team coordinator, contact the National Office about getting permissions.

Logging in to the Team Profile Page
2. Go to http://mx.acpa-cpf.org/MYACPA/MyTeams.aspx and login with your ACPA credentials.
   a. If you are not sure or you forgot your login, go to: http://mx.acpa-cpf.org/SignInHelp.aspx

3. Do you see a screen similar to the one below?
   a. Yes
      i. Under My Teams, click the row containing your team (highlighted below).
      ii. If your role is not labeled as a "team leader" or "team coordinator" on the page below, you do not have permissions setup to renew the team listing online. Otherwise, proceed to next step.
   b. No
      i. If not go to: https://mx.acpa-cpf.org/MYACPA/MyTeams.aspx
      ii. Under My Teams, click the row containing your team (highlighted below).
      iii. If your role is not labeled as a "team leader" or "team coordinator" on the page below, you do not have permissions setup to renew the team listing online. Otherwise, proceed to next step.
4. After clicking the row containing your team, scroll to the bottom of the page. You should see the screen below. Click the team name hyperlink (highlighted below):

![Team Information](image)

5. You will be taken to your team's profile page.

Pay Team Listing Fee

6. Scroll to the bottom of the page and click the “Pay Team Listing Fee” hyperlink to proceed.

![ACPA Approved Team Listing Fee](image)

7. On the next page, click "Confirm Team Renew" hyperlink (highlighted below).
8. A box will pop up (see below). Select "Yes" next to “Start Team Renew” and click "Save."

9. On the next screen, click the "Next Step" button (highlighted below):
10. You will be redirected to the shopping cart (as seen below). Make sure the billing address is filled out based on your credit card's mailing address (click “change button” as seen below if billing address is incorrect) and click "Complete My Order" button.

![Shopping Cart Image]

**Billing**
- Bill To: Miss Erin Mallis
- Billing Address: Mallis, Erin
  1504 E Franklin St
  Chapel Hill, NC 27514-2820
  US
  919.933.5044
- Bill To Email: erin.mallis@acpa-cpf.org

**Order Summary**
- 1 Item selected
- Purchase Subtotal: $175.00
- Shipping and Handling: $0.00
- Tax: $0.00
- Order Total: $175.00

**Cart Items**
- Items: REN, Promo code
- Team Listing Fee: 1
- Total: $175.00

[CONTINUE SHOPPING]
[APPLY PROMO/QTY]
11. Enter payment information and click "Enter Payment" button. You have finished paying the team listing fee. A receipt will be emailed within one to two hours to the team listing email.