



Procedure to Join or Renew for RIASP 2015-2016

There are no paper forms for 2015-2016, everything is online now.

- Please go to our website: www.riasp.org
 - **If you are a first time member, go to JOIN on the home page

- Login with email of [principal/assistant principal, retiree, etc.]
The generic password is: 1234567 (This may be changed to whatever the person wishes once logged in, just go to “forgot password” and reset)
- Please check off “Agree” to terms of software and hit “Continue”
- RIASP Home Page pops up
- Go to lower right hand corner
- “Membership Renewal” or “Membership Renewal Overdue” -click on
- Brings up “My Profile” page
- Under Membership Details, please update all information using “edit”
- Also make sure the Membership Level is correct
- Now go to white button “Renew until 01 Jun 2016” - click on
- Membership Renewal page pops up, please make sure all of information is correct and go click on white button “Update and next”
- Next page of Membership Renewal - hit white “Confirm” button
- Shows in yellow renewal and balance due
- Click on Pay Online and you can pay through Paypal --
 - To pay with check [yourself or through your school district], please click on the Invoice # listed in light blue under Transaction
- You can right click and print this page for your invoice to send to Finance or to include with your check

Please be sure to include the invoice number and name on check, so I may mark payment accordingly.

Any other questions, please feel free to email me, sarliapuhacz@riasp.org

Thank you.