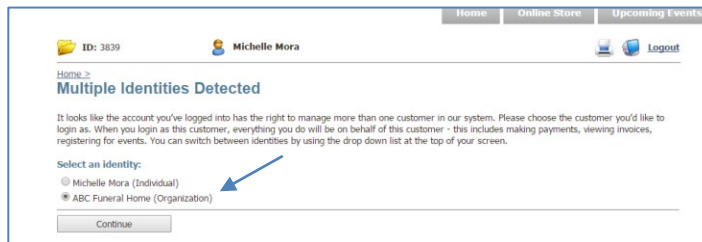


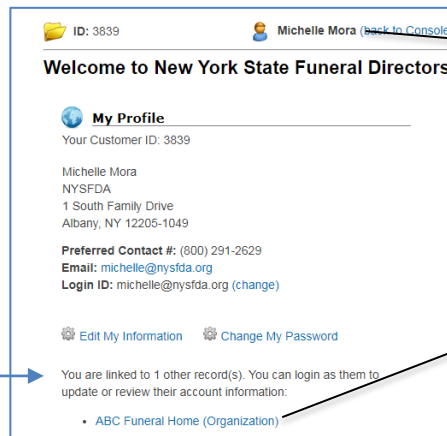
Please follow these steps to renew your NYSFDA membership online.

## NYSFDA Portal Login

- Log into the NYSFDA portal using the primary contact person's login ID (usually an email address) (<http://my.nysfda.org/portal> OR [www.nysfda.org](http://www.nysfda.org) and click on the red "My NYSFDA Portal" button)
- There may be multiple identities detected, if so select the organization identity then click continue (if there are multiple organizations listed, select the parent firm)



- If you have previously logged into your portal to register for an event or check your CEU history, then you will automatically be logged into your individual portal and will have to toggle to your funeral home's portal to renew your membership dues
  - Under the "My Profile" section, there is a sentence stating that you are linked to another record followed by one or more links
  - Click the link to access your funeral home's portal (if there is more than one firm, then click the primary firm)

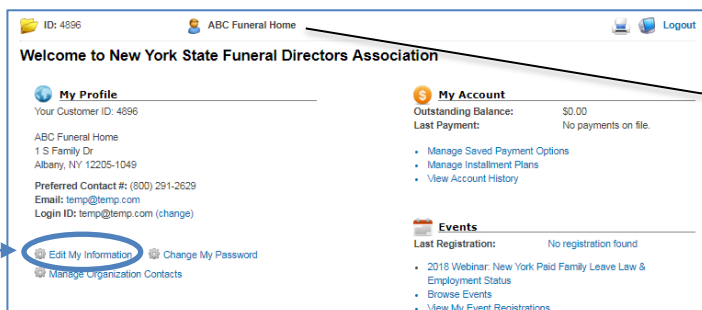


If your name appears here, then you must toggle to your funeral home's portal

Click the link to toggle to your funeral home's portal

## Update/Edit Firm Information

- Select "Edit My Information" to update the total number of cases performed by your firm(s) in 2019



Confirm the firm's name is listed here

## Update/Edit Firm Information (continued)

- Update billing contact information if applicable
- Update the number of cases, then click “Update” followed by “Save Changes”
- For parent firms with additional firms:
  - Enter the number of cases for the primary firm first then click “Update”
  - Enter the number of cases for the additional firm(s) then click “Update” for each firm
- Click “Save Changes” when finished

Update billing contact information if applicable

Update number of cases for primary firm then click “Update”

Update number of cases for additional firm(s) then click “Update”

- Once the changes have been saved, an email will be sent to the primary contact acknowledging the updated profile

## Renew Membership

- In the “My Membership” section, click “Join/Renew New York State Funeral Directors Association”

Notification of profile update

## Renew Membership (continued)

- Click continue to select the regular membership base fee (\$275)

ID: 4826 ABC Funeral Home Logout

Home > Join/Renew Membership - Select Membership Type

**Steps**

1. Select Membership Type
2. Enter Membership Information
3. Confirm Information
4. Complete

**Select Your Membership Type/Fee:**

Below is a list of the membership types available to you. Select the one that you would like to order.

Regular \$255.00

Continue Cancel

- Complete the information on the next page and click continue

ID: 4896 ABC Funeral Home Logout

Home > Join/Renew Membership - Enter Membership Information

**Steps**

1. Select Membership Type
2. Enter Membership Information
3. Confirm Information
4. Complete

**Your Membership Type/Fee:**

Membership Type: Regular  
Membership Fee: Regular - Base Fee - \$255.00

**NYSFDA Region (automatically selected based on zip code):**

You are located in: Region 6

**Membership Directory:**

I would like to opt out of the online membership directory.

**NYSFDA Code of Ethics**

By checking the NYSFDA Code of Ethics Certification box below, I hereby certify that I am the authorized designee of the Member funeral home(s) named herein and that I have received a copy of the New York State Funeral Directors Association Code of Ethics. I further certify that I have read and understand the Code of Ethics, and that I and all other funeral directors employed by the Member agree to be bound by all of the terms and conditions contained in the Code of Ethics. I further understand that as a condition of continued membership in the New York State Funeral Directors Association the Member funeral home(s) must abide by all of the terms and conditions contained in the Code of Ethics. This certification is to be effective as of the effective date of the renewal of membership in the New York State Funeral Directors Association, or, if this is a new Member, as of the effective date of the initial membership in the New York State Funeral Directors Association.

NYSFDA Code of Ethics Certification   
*(Required for membership)*

**NYSFDA PAC (for Funeral Homes only)**

NYSFDA dues are not deductible as a charitable contribution for income tax purposes. If you chose to contribute to PAC, a percentage of your membership dues can be used as a business expense. This percentage will be decided upon by the NYSFDA Board of Directors yearly and members will be notified of the percentage at renewal. If you do not chose to contribute to PAC, 55% of your membership dues can be used as a business expense.

Check the PAC Opt-Out box below if you **DO NOT** want a percentage of your "per case" dues to be contributed to the NYSFDA Political Action Committee (PAC). If you choose not contribute to the PAC, the amount will be deposited in the general fund.

PAC Opt-Out

**Would you like to make a donation with your membership?**

We need your help! If you would like, you can make a donation below along with your membership. Enter the amounts you would like to donate below.

0.00 Contributing Donation  
0.00 Sustaining Donation

Continue Cancel

Click here if you **DO NOT** want to be included in the online membership directory

Click here for NYSFDA's Code of Ethics Certification

Click here if you **DO NOT** want to contribute to PAC

## Renew Membership (continued)

- Enter Billing Information
  - Can either pay by credit card or request an invoice
  - After entering billing information, click continue

Amount Due: **\$585.00**

**How would you like to pay?**

Use Your Saved Payment Options  
Currently, you have no saved payment methods. When you check out, you can save your payment information on your account so you do not have to re-enter it again.

Pay With a New Credit/Debit Card

VISA    MasterCard    American Express    Discover    Debit

Card Number: \*

Name on Card: \*

Security Code: \*

Expiration Date: \* November | 2015

Send Me an Invoice

**Which Billing Address Should We Use?**

The payment method you have selected requires a billing address. Please select from a list below, or enter a new address.

1 S Family Dr  
Albany, NY 12205-1049 US

Enter a new address:

**Apply Discount/Promo Code**

Apply discount/promo code:

Code:

or

Dues amount based on base fee and number of cases

Enter credit card information or request an invoice

Select billing address

- Confirm Order and click "Place Order"

YOUR ORDER HAS NOT BEEN SUBMITTED YET! Please review the information below and select Place Order to submit your order.

Items In Your Order	Quantity	Unit Price	Total
Regular - Base Fee	1.00	\$255.00	\$255.00
Per Case Fee	1.00	\$330.00	\$330.00
Region 6	1.00	\$0.00	\$0.00
Discounts:			\$0.00
Shipping:			\$0.00
Taxes:			\$0.00
<b>Total:</b>			<b>\$585.00</b>

**Billing Information**

Payment Method:  
None (change)

**Billing Address**

**Notes/Comments**

Add any notes or special instructions to this order.

Confirm total

- An order confirmation page will appear and an email will be sent to the primary contact

**Your Order Has Been Received**

Your order has been received and has been queued for processing. You will receive a confirmation email when your order is completed.

[Go Home](#)