Instructions on how to renew your BCLA membership

1. Log into the BCLA website www.bcla.org.uk
2. If you have not yet re-set your password or cannot remember it, please follow the steps in point 6, page 2 of this pdf. NB. Do not create a new profile.

3. Once you are logged in – click on the link with your name at the top of the webpage – you should then see the screen with your profile details like below.

   ![Profile Screen]

   Note: The area of grey boxes will show your name and contact number and Member ID. These have been concealed on the above example for privacy.

4. Scroll down the page and you will see an orange button ‘RENEW’.

   ![Renewal Button]

   Membership is due for renewal on 14 May
5. Click on Renew button and you will see the payment page. Follow the online payment steps and click on submit order. Your membership will be renewed.

6. How to reset your password

- Click on the ‘Sign in’ link at top of the web page
- Click on ‘Forgotten Password’ Link
- A pop up box should open, enter your ‘email’ address into the ‘Username’ field and click on submit. (NB.Your username will always be the email address you originally created your BCLA account with.
- Characters which are 3 letters or numbers, for example BAH001 are not a username).
- You should receive an email in your inbox which will contain a link to reset your password – Click on this link and enter your choice of password and click on submit.
- You should now be logged in to the BCLA website.