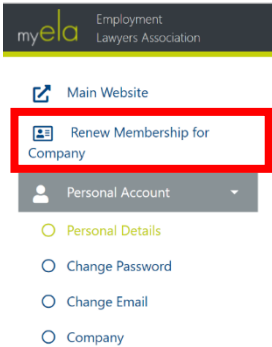


Quick Guide: Renewing membership for your company

1. Go to <http://members.elaweb.org.uk> and login
2. At the top left-hand side of the screen, click on the “Renew Membership for Company” button



3. On the renewal page you will need to review all the members in your company and ensure they meet [ELA’s eligibility criteria](#)
If you need to:

- edit a member’s details or
- remove a member

click on the “Edit” or “Remove” button on the right-hand side of the screen

4. Please review ELA Briefing delivery details for each of the members in your company, to have it delivered to people's home address or online only.

Name	Membership Type	ELA Briefing	Full Cost	Discounted Cost	
	Qualified (Full Membership)	Post to Office	£ 95.00	£ 95.00	
	Qualified (Full Membership)	Online	£ 95.00	£ 76.00	

5. To **add people to your group**, please contact ELA on 01895 256972 or email: ela@elaweb.org.uk
6. Tick the confirmation boxes at the bottom of the screen then click on the “Start checkout” button where you will be taken through the invoicing/payment process.

Confirm

I confirm that everyone listed above meets the [ELA membership eligibility requirements](#)

I confirm that everyone listed above is familiar with how ELA uses its members’ data in [ELA’s Privacy Statement](#)

I confirm I have reviewed ELA Briefing delivery for each member, and that delivery to office address where applicable is a deliberate choice