



# Renewing Your NDAA Membership

3 Quick & Easy Steps at Your Fingertips

## STEP ONE

Log in to **your account** and select the option to "renew." Your username is the email address associated with your account. If you have forgotten or never created a password, you can generate a new one **here**.

**Pay via credit card or ACH/e-check.** To pay via check, please list your invoice number on the memo line and mail it to:

Attn: Accounting  
National District Attorneys Association  
PO Box 1449  
Maryland Heights, MO 63043-0149

*For efficient processing, checks will be sent to a bank lockbox.*

## STEP TWO

## STEP THREE

**Print the receipt for your records**, (available in the left-hand corner on the final landing page.) You can also access your receipt in the "**payments and history**" tab at any time.

Contact **Kiona Gaines** at **kdgaines@ndaajustice.org** for any questions or changes to your **jurisdiction** or **state association account**.

**NOTE:** *If you are paying via check, you will continue to receive reminders until your payment is received and processed.*