**LES Corporate Membership**

**Online Renewal Instructions**

**Please note only the main contact for corporate membership needs to renew membership.**

**Before you start, we suggest you print these instructions.**

Once you have read through these instructions, please [**click here**](https://northernnetworking-web.ungerboeck.com/mbd/mbd_p5_profile_editor_list.aspx?oc=10&cc=LESCORP) to renew your membership

1. Enter email address linked to corporate membership (**please use the address this information was sent to**) and password then click “sign in.”
	* If you have not used this system before, or have forgotten your password, please click **send password to my email** this will activate your account/reset your password or contact the admin office les@northernnetworking.co.uk
	* Once you have received the password please go back to the link and enter your email and password

Please **DO NOT** select “I have not registered on your site before,” this will create a new membership account and will not allow you to make payment online.

1. Click on the Company name in list please note you can make changes to the employees in the next step.
2. This year we are offering members companies the opportunity to add sponsorship for the LESI B&! annual conference to your membership order at a cost of £250. Company logo on all marketing and programme (£100 saving if purchased with membership) If added please choose the option to pay by invoice, the sponsorship fee will then be added to the invoice for payment.
3. Then click **Edit member details**, please check that the company’s details are correct, making any necessary changes if you would like to add or remove employees for the corporate membership please complete their detail and answer the renewal question. Please note that if you add more employees you may increase your annual charge. Up to 2 employees - £390, 3-7 employees - £950, 8-10 employees - £1,300.
4. Once your details are correct, click **save changes.**
5. To pay for your 2023 LES Membership please click on **view open orders**,you then click on **pay order.** You can then choose whether to pay by Credit Card or request an invoice to be settled by BACS

Once your membership payment has been processed, a receipt will be issued.

You will receive a reminder each year when membership renewals are due.

Please **keep a record of your login details** as you will use these each year to log in and pay your membership.

If you have any difficulties, please contact the Administration Office on **01355 244 966**