**LES Individual Membership**

**Online Renewal Instructions**

**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=LES) to renew your membership

1. Enter your email address (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 **edit member details**, please check that your name and address details are correct, making any necessary changes and answer any questions.
2. Once your details are correct, click **save changes.**
3. 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 or Cheque.

Once your membership payment has been processed, a receipt and membership certificate 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**