



Renewing Your CAPI Membership

A step-by-step guide

Remember:

Renewing your membership consists of two main steps:

1. Pay your membership dues
2. Re-activate your account by logging in

IMPORTANT: Please do not forget to complete step 2!

How do I know when my membership expires?

1. Click on Member Area > My Profile



2. Scroll down to Account Information

Account information

Username: My Username

Status: Active

Membership Expires: 2014-04-11

What happens when my membership expires?

1. Check your email for a renewal notice

Subject	From	Date
Your CAPI membership expires within 30 days	• CAPI – Colorado Association of Professional Interpreters	• 4/11/2014 6:00 AM

2. Click on the link in the email notice

To pay your dues, please log in to the CAPI website at www.coloradointerpreters.org.

3. Log in using your username/email address and your password

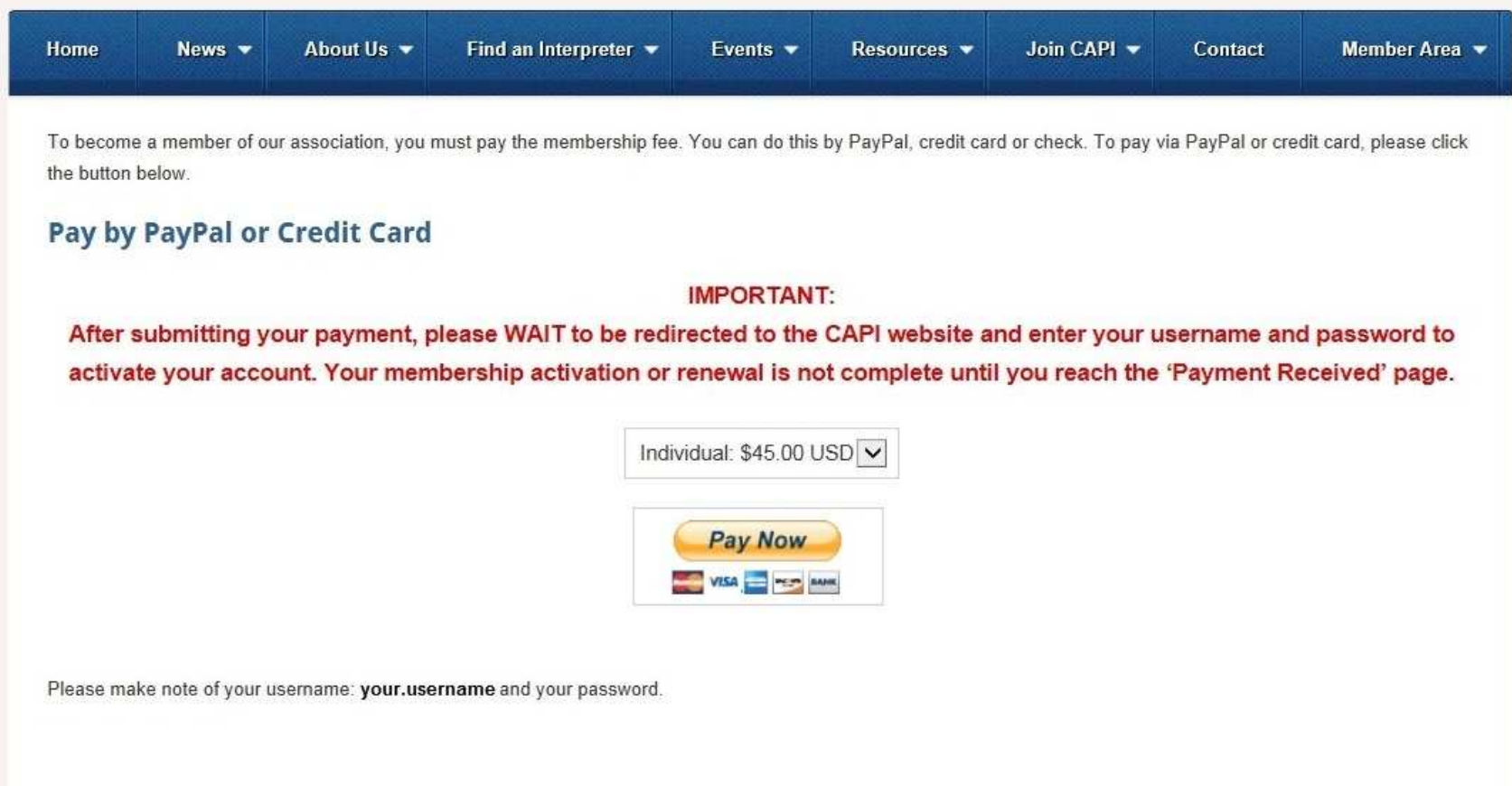
Username Password

Remember me [Recover Username/Password](#)

How do I log in?

If you log in using your *Username* and Password

You will be redirected immediately to the payment page



The screenshot shows a website's navigation menu with the following items: Home, News, About Us, Find an Interpreter, Events, Resources, Join CAPI, Contact, and Member Area. Below the menu, a text block explains that users must pay a membership fee and provides instructions for payment via PayPal or credit card. A section titled "Pay by PayPal or Credit Card" contains an "IMPORTANT:" notice in red text, stating that users should wait to be redirected to the CAPI website and enter their username and password to activate their account. Below this notice is a dropdown menu showing "Individual: \$45.00 USD" and a "Pay Now" button with logos for MasterCard, VISA, American Express, and BANK.

Home News ▾ About Us ▾ Find an Interpreter ▾ Events ▾ Resources ▾ Join CAPI ▾ Contact Member Area ▾

To become a member of our association, you must pay the membership fee. You can do this by PayPal, credit card or check. To pay via PayPal or credit card, please click the button below.

Pay by PayPal or Credit Card

IMPORTANT:

After submitting your payment, please **WAIT** to be redirected to the CAPI website and enter your username and password to activate your account. Your membership activation or renewal is not complete until you reach the 'Payment Received' page.

Individual: \$45.00 USD ▾

Pay Now

MasterCard VISA American Express BANK

Please make note of your username: **your.username** and your password.

If you log in using your *Email Address* and Password

go to **Join CAPI > Renew Your Membership** to go to the payment page



The image shows a screenshot of the CAPI website's navigation menu. The menu is dark blue with white text. The 'Join CAPI' dropdown menu is open, showing three options: 'Register', 'Membership Renewal FAQ', and 'Renew Your Membership'. The 'Renew Your Membership' option is highlighted with a lighter blue background. The main content area of the website is also visible, featuring a 'Welcome to CAPI' heading and a paragraph of text. A 'Find out more' button is located below the text. The background of the main content area is a blue gradient with a globe and hands holding it.

Home News ▾ About Us ▾ Find an Interpreter ▾ Events ▾ Resources ▾ Join CAPI ▾ Contact Member Area ▾

Welcome to CAPI

The Colorado Association of Professional Interpreters is dedicated to supporting interpreters' professional needs as well as to promoting the recognition of all facets of interpreting in our community. Membership is open to anyone. CAPI is a Colorado not-for-profit organization that was formed in 2001.

Find out more

- Register
- Membership Renewal FAQ
- Renew Your Membership

How do I pay my membership?

1. Pay by check

Pay by Check

Send a check to CAPI:

Colorado Association of Professional Interpreters
PO Box 40664
Denver, CO 80204

Please be aware that by sending a check to us, there will be a delay in activating your membership due to the time it takes for the check to be delivered and deposited. Thank you for your understanding.

Note: You are done! In this case you do not need to re-activate your account. The CAPI treasurer will re-activate your account upon receipt of your check.

2. Pay by PayPal

- Click on the



button


- Log in to your PayPal account and complete your payment

Colorado Association of Professional Interpreters

Your order summary

Descriptions	Amount
<u>CAPI 1 year membership / RENEWING</u> Item number: 1354879736 Item price: \$45.00 Options: Type: Individual Quantity: 1	\$45.00
Item total	\$45.00
Total \$45.00 USD	

Choose a way to pay

Pay with my PayPal account 

Log in to your account to complete the purchase.

Email

PayPal password

This is a private computer. [What's this?](#)

[Forgot email or password?](#)

3. Pay by Credit Card


- Click on the  button

- Click on **Pay with a debit or credit card**

Your order summary

Descriptions	Amount
<u>CAPI 1 year membership / RENEWING</u> Item number: 1354879736 Item price: \$45.00 Options: Type: Individual Quantity: 1	\$45.00
Item total	\$45.00
Total \$45.00 USD	

Choose a way to pay

Pay with my PayPal account 

Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

[Forgot email or password?](#)

Pay with a debit or credit card, or Bill Me Later
(Optional) Join PayPal for faster future checkout

Don't Forget to Re-activate Your Account!

1. After your payment, wait or click to be redirected back to the CAPI website

Colorado Association of Professional Interpreters

Thanks for your order



Your payment of \$45.00 USD is complete.

You're now going back to Colorado Association of Professional Interpreters.

If you are not redirected within 10 seconds, [click here](#).

PayPal. The safer, easier way to pay.

For more information, read our [User Agreement](#) and [Privacy Policy](#).

2. Enter your username and password

Active member Registration

To complete your registration, please select one of the two options:

1. New members, please [click here](#).
2. Existing members, please fill in the form below to complete your **Active member** application.

Existing Member Login

Username:

Password:

[Forgot Password?](#)

Your membership renewal is now complete!

Payment Received

Thank you for your payment. Your account has now been activated.

Please update your profile

As a member of CAPI your profile is included in our database of freelance interpreters and language service agencies. [Update your profile now](#) to become part of this professional network.

You are done!
Thank you for renewing your CAPI membership.