Audit Group Membership Renewal

The IIA’s new system will help to expedite your renewal process. The Group Payment Portal (GPP) allows you to review and print rosters, paid and open invoices and make payments at your convenience.

Please follow these steps to complete your renewal:

1. **ACCESS THE [IIA GROUP PAYMENT PORTAL (GPP)](https://www.theIIA.org)**
   a. Use your My IIA username and password to log in—[reset password](https://www.theIIA.org) if needed.
   b. Review the current roster under the My Groups section – upper left side.
   c. If no changes are needed move to step 2.
   d. If removals are needed, please inform us who to remove or simply print out the roster and mark through the member(s)’ name.
   e. If additions are needed, please inform us of the Global IDs of those additions. If the member has never had a Global ID with The IIA, please have them [Register](https://www.theIIA.org). Note that the Global ID never changes.

2. **Complete the [DUES CALCULATION SHEET](https://www.theIIA.org)**
   a. Indicate the total number of members included in your renewal & the amount due.
   b. If adding a specialty audit service center, include the number of members to receive it & the amount due.

3. **Payment**
   a. Credit Card Payments – payments can be made in real time.
   b. Check or (ACH) Wire Transfer, please read & agree to the terms of service located below the invoice details. Accepting the terms of service will activate the memberships and allow for a 21 day AP processing time.
   c. If a copy of an invoice showing a balance due is needed to submit to your accounts payable department, please do not select your payment option until you print the invoice. Once the payment option is made, the invoice becomes a receipt with a zero dollar balance.

4. **Submitting your renewal – IMPORTANT INFORMATION**
   a. Include all Global IDs in the renewal correspondence.
   b. If specialties are added, include the Global IDs of each member to receive the specialty.
   c. Please ensure a registered administrator is submitting the renewal.
      i. If there is a change to the administrator, please have the CAE or VP of your Audit Group fill out the [Admin Form](https://www.theIIA.org).
   d. Send to [AuditGroups@theIIA.org](mailto:AuditGroups@theIIA.org) or through our fax line at 407.937.1101.
   e. It is highly recommended not to remit payment until a final invoice has been received.
   f. If new members are added to your audit group 15 days prior to your expiration date, the invoice will reflect 13 months of membership.

   **Please allow 7-10 business days to process your renewal request.**
Did you know? The fastest way to maintain and complete member records is to encourage each member to sign in to My IIA and make updates to their information as necessary. There, they can manage their chapter affiliation as well as update their personal information and communication preferences.