

To Renew Your NCME Membership/Pay Dues at www.ncme.org

For assistance at any time:

- CALL: For immediate assistance between 9:00 AM – 5:00 PM ET, call NCME headquarters at 215/461-6263. If you call after hours and leave a message, your call will be returned next day.
- EMAIL: Email ncme@fernley.com and you will get a response within 24 hours, and likely much sooner, depending on the time of your email.

To check your account status and renew/pay dues:

1. Go to www.ncme.org
2. Click on “Sign In” – found on the menu on the top right of the homepage.
3. Sign-in using your NCME website username and password.
 - If you are not sure if you have a username and password, click on the “Forgot my username” link under the login area. An e-mail will be sent from ncme@fernley.com reminding you of your log-in credentials.
 - If you know your username and cannot remember your password, click on the “Forgot my password” link. An e-mail will be sent from ncme@fernley.com so you can reset it. Note: passwords have to be at least six characters long and contain at least one number.
4. When you login, you will go back to the homepage, **BUT you will now see an option for “Members Only” in the menu located in the black bar near the top right of the page.**
5. Click on “Members Only” for a drop down menu of the options available to members.
6. Click on “My Account/Profile” (from the drop down options on the “Members Only” heading).
7. If your membership is current, and no dues are owed, you will see the message “*Membership is not due for renewal at this time.*”
8. If your membership is not current, and dues are owed, you will see the message “*Membership is due for renewal.*”
9. NOTE: If the membership status as listed does not match your records, contact NCME at ncme@fernley.com or 215-461-6263.
10. If your membership is due for renewal, click on the “Renew Now” button.
11. This will take you to a page which will display your membership category and the dues amount.
12. NOTE: If you need to change your membership category (for example, from student to active member), you must contact NCME headquarters at ncme@fernley.com OR 215/461-6263.
13. Your cart will auto fill with the amount owed for your dues category.
14. If you wish to make a donation to any of the NCME funds:
 - Cascallar Fund
 - Mission Fund
 - Hanson FundAdd the \$ amount in whichever fund you wish to donate.
15. Click “Proceed to Checkout” and add your payment (credit card) information.