ABPsa Renewal Guide

HELPFUL NAVIGATION TO GET YOU STARTED

6/2022

ABPsa Renewal

Certification is valid for one year. You will be sent automatic emails reminding you that you will need to renew and pay your renewal fee.

Even if you don't get the emails, you are responsible for renewing your certification before the expiration date.

Renewing your certification is quick & easy. This guide will show you how to do it.

How to access renewal

There are two ways to see notification about your renewal <u>once you log in</u>.

1) when you log in, you will see notification in the bottom right corner of your web browser.

2) when you access your profile, you will see a blue button that says "Renew to (and the next future date)"

Certification (Membership) Renewal

It is important to review and update your profile on a regular basis – the certification renewal is a great time to do this.

If you have any changes to you contact information as well as changes to your practice information be sure to indicate this.

Be sure to also review the Ethics questions and if your response is a yes, you must include an explanation in the box.

Some fields are editable while others are read only. If any of the read only fields have changed, please contact the office.

You can add a tax-deductible donation when you update.

Click the box for "Update and Next"

MEMBERSHIP RENEWAL

Renew to	07/21/2018
Level	Fellow - Adult and Child & Adolescent Psychoanalysis - $150.00 (USD)
	Subscription period: 1 year
	No recurring payments
Current status	Active

CANCEL   **UPDATE AND NEXT**

Your profile   * Mandatory fields

* First name [   ]
Middle Initial [   ]
* Last name [   ]
Credential [   ]
* Email [|]
Photo [Choose File] No file chosen
Preferred Name [   ]
Salutation [   ]
About Me [   ]

Date of Birth [   ] 📅
Gender   Clear selection
          ○ Male
          ○ Female
          ○ Other

MY PRACTICE INFORMATION

Review and Confirm

Please review your profile. If you would like to make any changes, click the "back" button. If your profile is up-to-date, press the "PAY ONLINE" or "INVOICE ME" button.

If you click "PAY ONLINE"

If you clicked "PAY ONLINE", on the next screen you will have the opportunity to enter your credit card details.

Please note that ABPsa does not currently accept American Express.

Once you hit the Pay $150.00 (USD) button you will receive a confirmation notice if your payment went through or an error notice if you need to reenter any data.

When your payment goes through, you will receive an email informing you that your certification has been renewed for another year.

If you need a copy of your invoice/receipt, you can log in to your profile and view your invoices.

American Board of Psychoanalysis

https://www.abpsa.org/

💳 Credit card payment

Cardholder name

Credit card number

mm / yy CVV

Billing information

Address 1

Address 2

City

United States | State/province | ZIP/postal code

Phone

Details

Invoice #02679 $150.00

Membership renewal. Level: Fellow, Adult Psychoanalysis. Renew to 05/26/2024

Total amount: $150.00 (USD)

Cancel

Pay $150.00 (USD)

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

If you click "INVOICE ME"

If you clicked "INVOICE ME", on the next screen you will see the option to view/pay invoice.

If you want to send in a check, you may do so.

Once your check arrives at the ABPsa Board office and is processed, your fee will be posted to your account and you will receive an email notifying you that your certification has been extended for another year.

MY PROFILE

EDIT PROFILE   My directory profile

⚠ Profile   Privacy   Email subscriptions   My event registrations   ⚠ Invoices and payments

MEMBERSHIP DETAILS

⚠ Membership renewal initiated, not paid yet.
View / Pay invoice

Paying for your renewal by check

You can pay for your renewal by check or money order.

The check must be made payable to American Board of Psychoanalysis (or ABPsa) and mailed to the office at:

501 S. Cherry Street, Suite 1100
Denver, CO 80246

along with your annual renewal form.

Mail is sometimes slow, please allow up to 30 days to receive and process the renewal.

ACCESSING INVOICES

You have access to all your invoices, starting from Fall 2017.

While you are logged in, under your profile, click on the "invoices and payments" link.

Here you will see your invoices and payments.

MY PROFILE
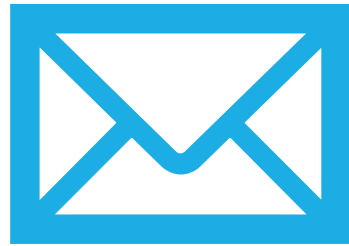
EDIT PROFILE

Balance: $0.00

⚠ Profile   Privacy   Email subscriptions   Invoices and payments

Search [   ]   Records found: **2**

Date	Transaction	Balance due
07/17/2017	Payment Check	$150.00 Settled Invoice #00006
07/17/2017	Invoice #00006 Member application Grandparent Applicant	$150.00 Settled Paid: 07/17/2017

Renewal Confirmation

The website will automatically send you an email confirmation when you submit your renewal payment, in addition to when your renewal application has been approved.

Additionally, before your approval, your profile will state "membership renewal pending". Once approved, this notification will disappear.