

# CFSA Membership Renewal How To

1. Login to your CFSA Community profile. Need help logging in? Reach out to [info@cfsaa.org](mailto:info@cfsaa.org).
2. On your profile navigate to the Company Invoices tab to find your membership renewal.

The screenshot shows the 'Company Invoices' page for user Emily Wrinkle. The page features three summary cards: 'Past Due' with a total balance due of \$0.00, 'Upcoming Order #' 000117915 with a total balance due of \$800.00, and 'Open Orders' with a total balance due of \$800.00. Below these cards are tabs for 'Open Orders' and 'All Orders'. A search bar and a date range filter (01/01/2023 - 12/31/2023) are present. A table lists one order found: Order/Invoice # 000117915, CFSA Regular Industry Membership, due on 03/08/2023, with a balance due of \$800.00. The 'Company Invoices' tab in the left sidebar is circled in blue.

3. You may click the Pay Now button if you want to pay via credit card.
4. To pay via check, click the arrow to the far right of the line item for the membership renewal

This screenshot is identical to the one above, showing the 'Company Invoices' page for Emily Wrinkle. In this view, the right arrow in the table row for the 'CFSA Regular Industry Membership' order is circled in blue, indicating the next step in the process.

5. On the pop out window to the side click on the Order # link. This will populate an invoice that you can print for accounting to write a check.

CFSA - Casket & Funeral Supply Association  
3502 Woodview Trace, Suite 300  
Indianapolis, IN 46268  
847.295.6630  
✉ info@cfsaa.org

Balance Due  
**\$800.00**

Order #: 000117915  
Date: 3/6/2023

Total  
\$800.00

Order	\$800.00
-------	----------

<b>Balance Due</b>	<b>\$800.00</b>
--------------------	-----------------

# Understanding Your Receipt on a Payment Plan

	<b>Invoice</b> Date: Mar 8, 2023 Sales Order #: 000120330 Total: \$200.00	1.		
<b>From</b> Casket & Funeral Supply Association of America (CFSA) 3502 Woodview Trace, Suite 300 Indianapolis, IN 46268 847.295.6630 info@cfsaa.org <a href="https://www.cfsaa.org/">https://www.cfsaa.org/</a>	<b>To</b> Casket & Funeral Supply Association test4 Wrinkle 3502 Woodview Trace Ste. 300 Indianapolis, IN 46268 USA			
Line Description	Sale Price	Quantity	Total	
CFSA Regular Industry Membership	\$200.00	1	\$200.00	
		<b>Subtotal</b>	\$800.00	
		<b>Total</b>	<b>\$800.00</b>	2.
		<b>Amount Paid</b>	\$200.00	3.
		<b>Past Due</b>	\$0.00	
		<b>Next Payment Amount</b>	\$0.00	
		<b>Next Payment Date</b>	06/15/2023	4.
		<b>Current Due</b>	\$0.00	
		<b>Balance Due</b>	<b>\$600.00</b>	5.

1. This is the amount you paid on the above date.
2. This is your total membership fee for the year.
3. This is how much you have paid off on your membership fee.
4. When your next installment is due.
5. How much is left to pay for your membership fee.