



Instructions for Online Center Membership Renewal

Here are the instructions for online center membership renewal after you log into the member portal as the primary contact. Start with the "Center Compliance" first, so that PATH Intl. can capture the correct center operation budget size, ensuring you are charged the correct amount for dues.

Once you are logged in, you will land on your main profile information page.

To see your MEMBERSHIP(S), click on the "Subscriptions" link that is on the left-hand side of the page. Any memberships attached to your account will be viewed here. It will show membership type, expire date and status. Click the green button to RENEW. Follow the prompts to get to the checkout screen (NOTE: The dollar amount shown on the first page when you click renew on the center membership displays the highest amount possible for a center membership, but not the adjusted amount based on your operating budget size. Disregard that first screen and continue to your shopping cart to see your actual dues amount.) After you complete the payment your membership is renewed for the year. If you need to update your operating budget, that can be done on the Center Personnel and Statistics form as described below.

FOR CENTER COMPLIANCE: From your main profile page, click on the "Center Profile" drop down menu which can be found on the upper right-hand side of the page. Select "Center Personnel, Statistics and Compliance" and go through each section on the form, filling in/updating every field as required. It's important that all the date fields get updated and that you update and review your credentialed professional report and medical professional report (if applicable). Be sure to hit the SUBMIT button at the bottom of the last page of the form to save your changes. The form needs to be updated for your center to remain compliant and in good standing for the renewal year.