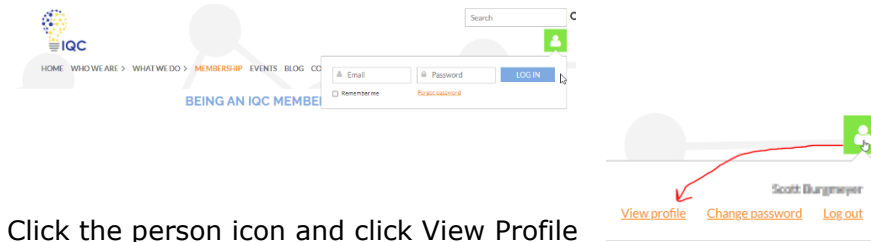


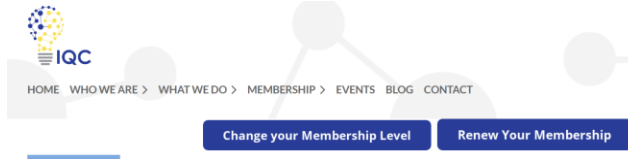
Changing Membership Level

- 1) Login to the system at www.iowaqc.org – if it is your first time, click the forgot password and follow the on screen instructions.

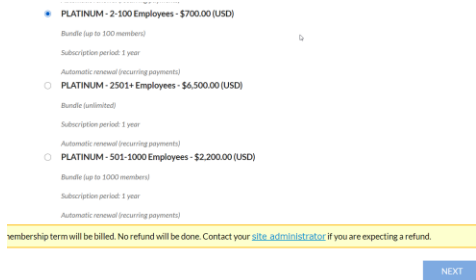


- 2) Click the person icon and click View Profile

- 3) At the top of your profile, click the "Change your Membership Level" button



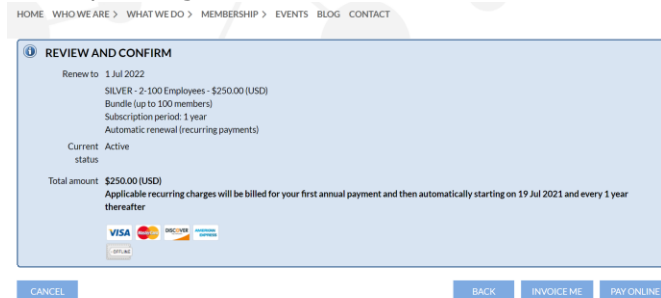
- 4) Review the different levels and select the one that best fits your goals and desired access. Once selected, click "Next"



- 5) Review the specific level, your contact information and update any fields that need to be updated. Click "Update and Next"



- 6) Determine how you will pay – online (preferred) or by invoice and click the corresponding button and follow the instructions.



**Note: If you select invoice, you will see the invoice on the screen with where to send the payment. If you pay online, you will receive a receipt to the email on file.