



Steps to Redeem a Lifetime A&A Membership:

1. Visit the [A&A Portal](#) and select the red Join Alumni & Associates button.
2. Have the awardee fill out all personal information in the application and select Save.
3. Click on the Join A&A tab, select Lifetime Membership from the dropdown options, then select Submit Membership.
4. Proceed to the Invoice(s) tab and select the black Apply Package Code button.
5. Select your invoice and enter the code that was emailed to you in the Package Code field. Select Enter, then Apply.

You should see a \$150 credit applied to your invoice. If your invoice is now \$0, no further action is needed. Please pay by check or credit card if you have an additional balance. Contact membership@fclclainc.org with any A&A-related questions.

Steps to Redeem an Adviser Academy Registration:

1. Log in to the [Adviser Portal](#), proceed to the Invoice(s) tab, and then select the Apply Package Code button.
2. Select the Adviser Academy invoice and, in the Package Code field, enter the special code that was emailed to you. Select Enter, then Apply.

You should see a \$90 credit applied to your invoice. If your invoice is now \$0, no further action is needed. Please pay by check or credit card if you have an additional balance. Contact adviser@fclclainc.org with any Adviser Academy-related questions.

Steps to Redeem an Electronic National Program:

1. Log in to the [Adviser Portal](#) and visit the E-Store tab.
2. Click on the Publications folder to expand it.
3. Using the Select column on the far right, choose the National Program you wish to redeem and select Create Invoice.

**Please note the price difference in the electronic versus package program guides. Program guide packages include an electronic copy of the program and a physical copy (mailed as a flash drive). FCCLA will not pay the difference if you apply your electronic National Program credit to a program guide package.*

4. Proceed to the Invoice(s) tab and select the black Apply Package Code button.
5. Select your invoice and enter the code that was emailed to you in the Package Code field. Select Enter, then Apply.

You should see a \$60 credit applied to your invoice. If your invoice is now \$0, no further action is needed. Please pay by check or credit card if you have an additional balance.

Please allow two business days to see the National Program appear in your Portal.

Contact membership@fclclainc.org with any National Program redemption-related questions.