FCCLA

In this guide, you will learn how to successfully request the removal of an unpaid invoice from the FCCLA Portal. If your invoice has been paid, even if the amount paid is $0.00, you must submit the [Affiliation Invoice Removal Request Form](#).

By following these step-by-step instructions, you will navigate the FCCLA Portal efficiently, understand the different membership types, and ensure that your request is submitted accurately. Whether you are correcting an error or making adjustments to your chapter's affiliation, this step-by-step will help you complete request.

Step 1: Log in to Your FCCLA Portal

Begin by logging in to the [FCCLA Portal](#) with your credentials.

Step 2: Navigate to the Invoice Tab

Once logged in, locate and click on the Invoice tab in the main navigation menu that should be red if you have a pending invoice.

🔔 **INVOICE(S)**

Step 3: Click on "Invoice Removal" Button

Within the Invoice tab, find and select "Invoice Removal" to initiate the request process.

Invoice Removal

Step 4: Understand the Membership Types

Before proceeding, take a moment to review the different membership types. Click on the blue question mark icon for a detailed explanation of each membership type to ensure you make the right selection.

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Step 5: Select Your Preferred Membership Type

Even if there is no change to your membership type, you must still select your preferred option before proceeding.

Step 6: Choose the Invoices for Removal

Select all affiliation invoices that you wish to remove. Double-check to ensure you are selecting the correct invoices for the request.

Step 7: Provide a Detailed Description

This step is critical. Write a clear and detailed explanation of why the invoice should be removed. A well-written description increases the likelihood of approval. Be specific and include any necessary context or supporting information.

Step 8: Save Your Request

Once all information is entered, click the "Save Request" button to submit your invoice removal request.

Save Request

Step 9: Verify Submission Status

If your request was successfully submitted, it will appear in the Existing Removal Requests section with a "Pending" state and national approval status. Follow up if necessary If your request is time-sensitive, consider reaching out to your [State Adviser](#) to notify them that you have submitted a removal request.