



Steps to Redeem the 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, in the **Package Code** field, enter the special code that was emailed to you. 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. If you have an additional balance, please pay by check or credit card. Please 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. If you have an additional balance, please pay by check or credit card. Please 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 both an electronic copy of the program and a physical copy (mailed as a flash drive). FCCLA will not pay the difference should you choose to apply your electronic National Program credit towards a program guide package.*

4. Proceed to the **Invoice(s)** tab and select the black **Apply Package Code** button.
5. Select your invoice and, in the **Package Code** field, enter the special code that was emailed to you. 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. If you have an additional balance, please pay by check or credit card. Please contact membership@fclclainc.org with any National Program redemption-related questions.