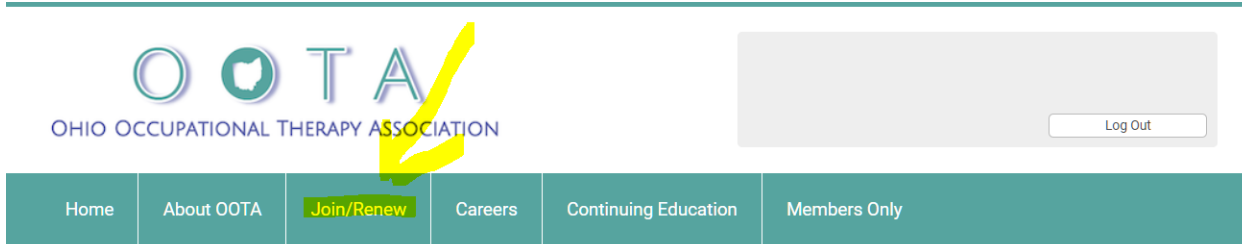


# Instructions to Remove Auto-Renewal Option during Membership Renewal

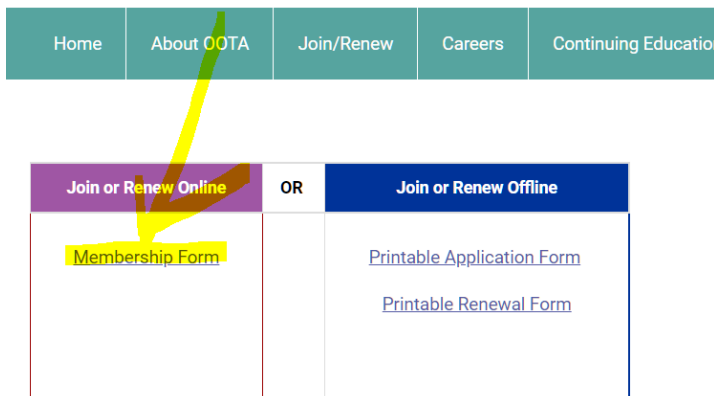
Please note that this option can only be removed during a manual renewal 30 days prior to renewal date.

Use the link to your membership form from your renewal email or follow the instructions below to reach the membership renewal form.

1. Click on Join/Renew Tab on the OOTA Home page ([www.oota.org](http://www.oota.org)).



2. Click on Membership Form to access the online form.



3. The Membership form will automatically show the renewal form if you are in your renewal window. If auto-renewal has been selected previously, the blue check appears in the box.

## Membership

Part One: Membership

To renew your membership, choose from the membership options below.

Member Type\*

Membership Options

1 period - \$60.00

Automatically Renew - Leave box checked for autorenewal each year. Uncheck if you choose not to have autorenewal.

4. Click on the blue checkmark to unselect the auto-renewal option. You can then proceed with your renewal and auto-renewal will no longer be active on your membership account.

Automatically Renew - Leave box checked for autorenewal each year. Uncheck if you choose not to have autorenewal.