

## BOMA 2018 Renewal Process

Please follow these easy steps to obtain your 2018 Membership invoice



### Step 1

**Member Login** [Forgot Password?](#)

Username  Password

Go to [www.bomaoeb.org](http://www.bomaoeb.org) and log into your member profile. If you do not know your password, click “forgot password” and it will be e-mailed to you. You may also call our office 510.893.8780.

### Step 2

**Account Details**

- My Directory Options
- My Transactions
- My Invoices
- Membership Renewal**

On the left hand side of the profile page, you will see the button for Membership Renewal. Click Accept on the Disclaimer Page.

### Step 3

#### Membership Renewal

[SUBSCRIPTION INFO](#) > [RENEWAL INFO](#) > [PAYMENT](#)

##### Current Subscription

Member Type:	Principal
Description:	
Current Expiration Date:	12/31/2014
Membership Cost:	\$0.00
Eligible Affiliates:	2
Eligible Representatives:	0
Directory Categories Included:	Unlimited

Verify Membership information. There are 2 Affiliates with each membership. Additional staff may be added for an additional cost to provide them with their own profile.

##### Membership Type

Renewing Membership Type: Principal

Please see [www.bomaoeb.org/join](http://www.bomaoeb.org/join) for pricing.

Click NEXT.

### Step 4

#### Additional Options

Add Additional Affiliates:	<input type="text" value="0"/> (\$125.00/each)
Add Additional Reps:	<input type="text" value="0"/> (\$75.00/each)
BOMA Cal PAC (please input a number 0-10)	<input type="text"/> (\$100.00/each)
Pre-Paid Luncheons: (please input a number 0-10)	<input type="text"/> (\$405.00/each)

Fill in any additional staff. Please support the PAC by placing a number 1 to have increments of \$100 added to your invoice. Also, if you would like to prepay for lunches place the quantity in the field. Principal Member Directory listing should be Member. Associates may add additional directory categories on this page. Click “REGISTER & BILL ME.”

You will then be taken to a confirmation page. You should then print a copy of your invoice. Select “MY INVOICES” directly above the “MEMBERSHIP RENEWAL” button, from the left menu of your member profile. Click on “View Invoice” then hit Control or Command P (depending on your computer) to print. This will provide you a copy to submit through your internal accounting process.