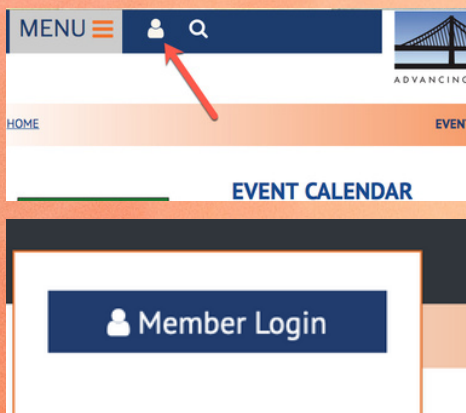


# BOMA 2022 Renewal Process

PLEASE FOLLOW THESE EASY STEPS TO OBTAIN YOUR 2022 MEMBERSHIP INVOICE.

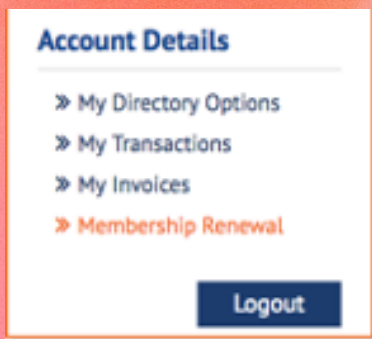
## STEP 1

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 you'll get emailed a password reset. You may also call our office, (510) 893-8780.



## STEP 2

On the left hand side of the profile page, you will see a menu. Click "Membership Renewal" and then proceed by clicking "Accept" on the disclaimer page.



## STEP 3

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. Principals, please contact the office when you add/renew an engineer. Click NEXT.

Current Subscription	
Member Type:	Principal
Description:	
Current Expiration Date:	12/31/2021
Membership Cost:	\$0.00
Eligible Affiliates:	4
Eligible Reps:	0
Directory Categories Included:	2
Membership Type	
Renewing Membership Type: Principal	

## STEP 4

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 the "REGISTER" button.

Manage Contacts	
BOMA Cal PAC (please input a number 0-10)	<input type="text" value="0"/> (\$100/each)
CREATE - Workforce Development Donation	<input type="text" value="0"/> (\$100/each)
9 Prepaid Luncheons (Please input a number 0-10)	<input type="text" value="0"/> (\$450/each)

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/Command P (depending on your computer) to print. This will provide you a copy to submit through your internal accounting process.



[WWW.BOMAOEB.ORG](http://WWW.BOMAOEB.ORG)

(510) 893-8780 | [ADMIN@BOMAOEB.ORG](mailto:ADMIN@BOMAOEB.ORG)