



COLORADO  
MUNICIPAL  
LEAGUE

303 831 6411 / 866 578 0936 

303 860 8175 

[www.cml.org](http://www.cml.org) 

1144 Sherman St., Denver, CO 80203 

---

January 13, 2023

The Colorado Municipal League has implemented a “company administrator” feature that empowers its municipal members to pay for their annual dues renewals online. While you are always welcome to send a check for renewals, you now have the option of paying online using an ACH payment at your convenience. The company administrator can also update certain information on their organization’s record and roster.

One individual at your organization has been designated the company administrator. Initially, this will be the individual to whom dues renewal notices are sent. Please contact us if you would like to designate someone else as the company administrator.

The rest of this document will walk you through the steps for an online payment.

1. First, go to [www.cml.org](http://www.cml.org), and log in. (If you can’t recall your password, please use the **Forgot password?** link on the login page. When you enter your username and click **Submit**, a time-sensitive reset link will be e-mailed to you.)

2. Near the top of the screen, click on your name:

CML Member Directory

Welcome, **Your Name** [Logout](#)

[Publications & News](#) [Topics & Key Issues](#)

3. On the left-hand part of the screen, click on the name of your organization:



COLORADO  
MUNICIPAL  
LEAGUE

[Advocacy & Legal](#) [Networking &](#)

**Your Name**  
Your Title  
**Your Organization**



Type  
Member Individual  
Paid through  
12/31/2020

4. Click on the **Participation** tab:

Navigation tabs: About, Business Category, Municipality Information, **Participation**

### Membership

iMIS ID	38235	Major key	
Member type	Mem Parent Municipal	Status	Active

5. Under **Current Billing** you will see current outstanding charges. Click the **Renew Now** button.

**Preferred Mailing**  
1144 N Sherman St  
Denver, CO 80203

**Status**  
Active

**Paid through**  
12/31/2022

[Public profile Email](#)

Membership is due for renewal. Enable on behalf of to renew for this user.

**Renew Now**

### Current Billing

Description	Balance
Renewal Fees	1.00

### Open Invoices

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
<input type="checkbox"/>	RCASH:38235:20230113	1/13/2023	Renewal Fees		1.00	1.00

**Total Balance Due** 1.00  
**Total Selected** 0.00

**Add To Cart**

**Account Statement**

### Recent Transactions

6. Review your shopping cart, then click on **ACH Payment**.

7. Provide the account details.

**ACH Payment**

Click button to make a check payment

<b>NAME</b> ADDRESS CITY, STATE ZIP	0123 01-23456789
DATE	
PAY TO THE ORDER OF	\$ <input type="text"/>
	DOLLARS
<b>BANK NAME</b> ADDRESS CITY, STATE ZIP	
FOR	
*0 1 2 3 4 5 6 7 8 *	0 1 2 3 4 5 6 7 8 9 0 1 2 3 *
	0 1 2 3
<b>Bank Routing Number</b>	<b>Bank Account Number</b>

\*Routing Number

\*Account Number

Account Type

Checking

Savings

\*Name on Account

8. Click **Pay Now**.

9. At the top of the page, click on **About CML**, then click **Logout**.