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, 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:

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

![Participation tab highlighted](image)

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

![Current Billing section](image)

6. Review your shopping cart, then click on ACH Payment.
7. Provide the account details.

8. Click **Pay Now**.

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