



COLORADO
MUNICIPAL
LEAGUE

303 831 6411 / 866 578 0936 

303 860 8175 

www.cml.org 

1144 Sherman St., Denver, CO 80203 

October 17, 2024

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 also 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:

CML Member Directory

 Search

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 & Events

Your Name

Your Title

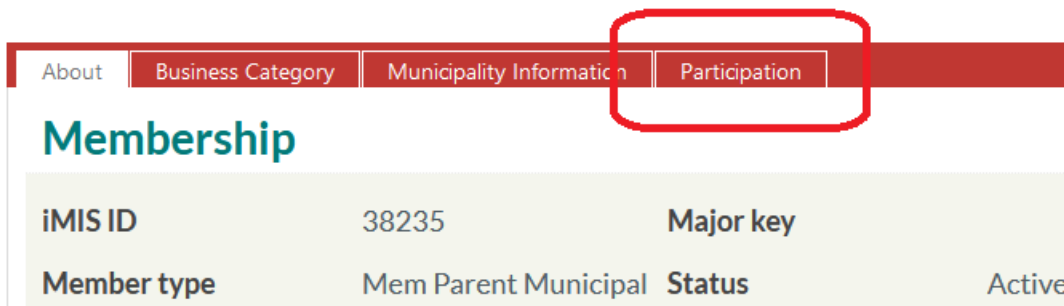
**Your
Organization**



Type
Member Individual

Paid through
12/31/2020

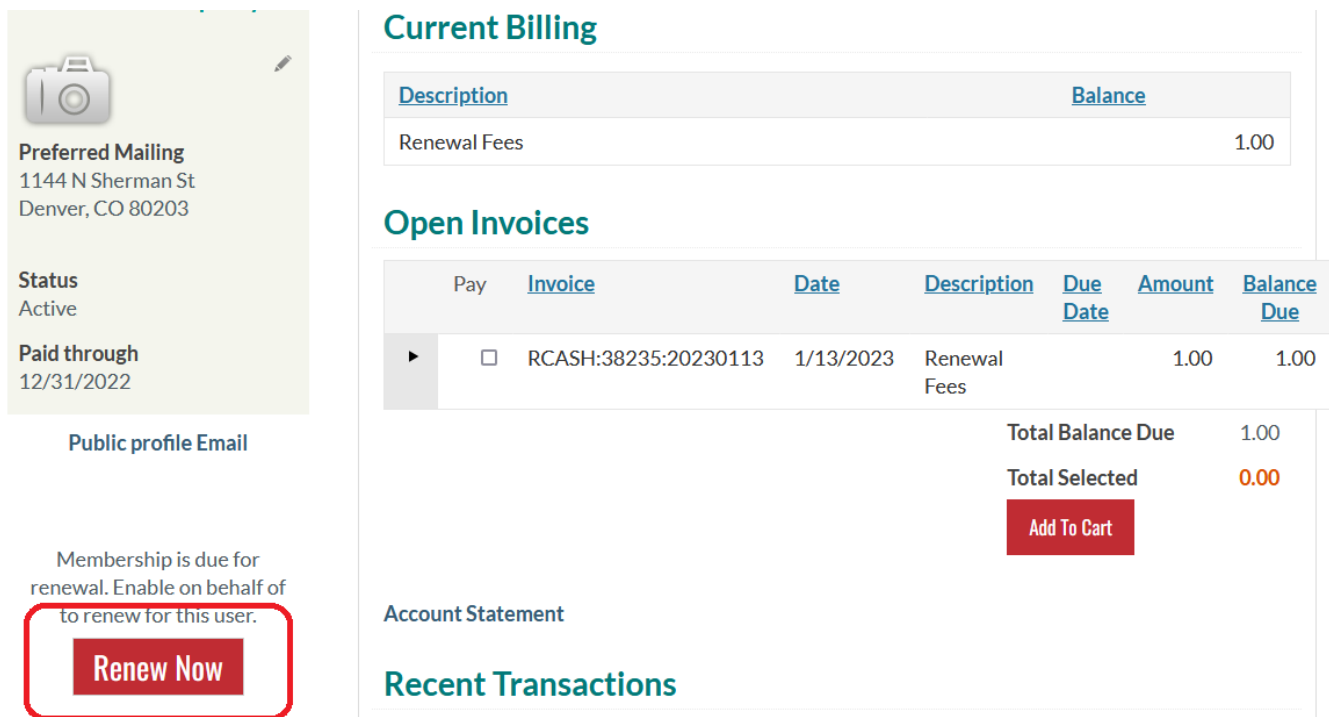
4. Click on the **Participation** tab:



The screenshot shows a web interface with a red navigation bar at the top containing tabs: "About", "Business Category", "Municipality Information", and "Participation". The "Participation" tab is highlighted with a red rectangle. Below the navigation bar, the heading "Membership" is displayed in teal. Underneath, there is a table with the following data:

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.



The screenshot displays the "Current Billing" section. On the left, there is a "Preferred Mailing" address: 1144 N Sherman St, Denver, CO 80203. Below this, the "Status" is "Active" and "Paid through" is "12/31/2022". A "Public profile Email" link is also present. A message states: "Membership is due for renewal. Enable on behalf of to renew for this user." Below this message is a red "Renew Now" button, which is highlighted with a red rectangle. To the right, the "Current Billing" section shows a table with "Description" and "Balance". The table contains one row: "Renewal Fees" with a balance of "1.00". Below this, the "Open Invoices" section shows a table with columns: "Pay", "Invoice", "Date", "Description", "Due Date", "Amount", and "Balance Due". The table contains one row: "RCASH:38235:20230113" with a date of "1/13/2023", description of "Renewal Fees", amount of "1.00", and balance due of "1.00". Below the table, there are two summary rows: "Total Balance Due" with "1.00" and "Total Selected" with "0.00". A red "Add To Cart" button is located below the "Total Selected" row. At the bottom, there are links for "Account Statement" and "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

NAME

ADDRESS

CITY, STATE ZIP

0123

01-2345/6789

DATE

PAY TO THE ORDER OF

\$

DOLLARS

BANK NAME

ADDRESS

CITY, STATE ZIP

FOR

⑆0 12345678⑆

0 1234567890 123⑆

0 123

Bank Routing Number

Bank Account Number

*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**.