



February 5, 2021

The Colorado Municipal League has implemented a “company administrator” feature that empowers its associate members to pay for their annual dues renewals, sponsorships and magazine advertising online. While you are always welcome to send a check for these items, you now have the option of paying online using your Visa or MasterCard at your convenience. The company administrator can also update 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 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:

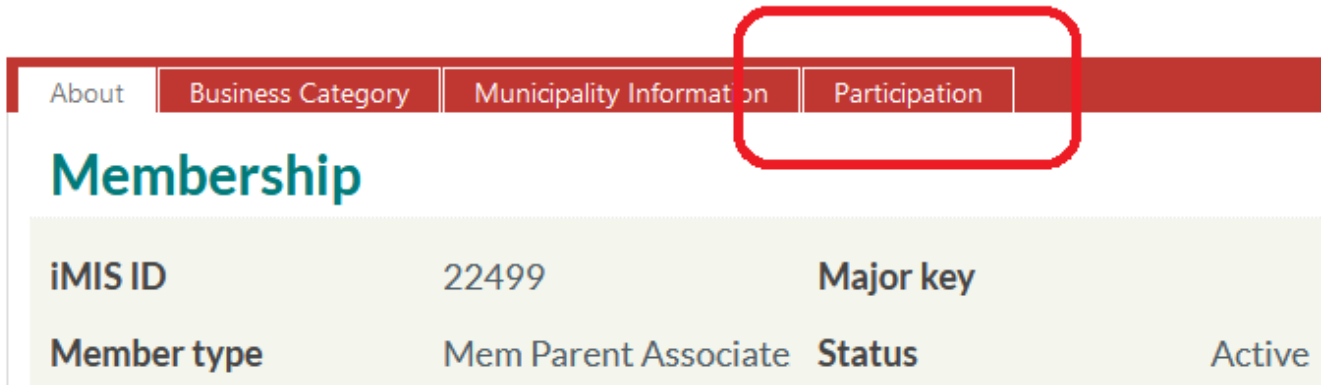


Advocacy & Legal

Networking &

**Your Name**  
Your Title  
**Your Organization**  
   
**Type**  
Associate Member Ind  
**Paid through**  
12/31/2020

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



The screenshot shows a navigation bar with four tabs: 'About', 'Business Category', 'Municipality Information', and 'Participation'. The 'Participation' tab is highlighted with a red rounded rectangle. Below the navigation bar, the page title 'Membership' is displayed in a large teal font. Underneath, there is a light green box containing membership details:

IMIS ID	22499	Major key	
Member type	Mem Parent Associate	Status	Active

5. Under **Current Billing** you will see current outstanding charges. Under **Open Invoices**, select the item(s) that you wish to pay, then click **Add to Cart**:

## Current Billing

Description	Balance
Renewal Fees	300.00

## Open Invoices

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
▶	<input type="checkbox"/>	RCASH:22499:20201105	11/5/2020	Renewal Fees	300.00	300.00

Total Balance Due 300.00

Total Selected 0.00

Add To Cart

6. Provide payment details. Note: the “CSC” is the three-digit code on the back of your card.

## Payment Details

Bill To

Payment amount 300.00

Payment method

\*Card number

Required

\*Name on card

Required

\*Expiration date

\*CSC

Card address [My Address](#)  
[Choose another address](#)

7. Click **Submit**. An order confirmation will appear. Here, you may send a copy of the confirmation to another e-mail address:

### Order Confirmation

**Colorado Municipal League**  
1144 Sherman St. Denver, CO 80203 \* (303) 831-6411

Order Date      1/27/2021

Payment Method      VISA \*\*\*\*\*

Name on Card      [Name](#)

Ship To      [Name](#)  
                    [Address](#)

Item	Quantity	Price	Total
Invoice: Renewal Fees - <a href="#">Organization</a>	1	300.00	300.00
Invoice Total			300.00
<b>TRANSACTION GRAND TOTAL</b>			<b>300.00</b>
Payment Amount			300.00

A confirmation is being sent to: [e-mail address](#)  
Send another copy to

[Send](#)

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