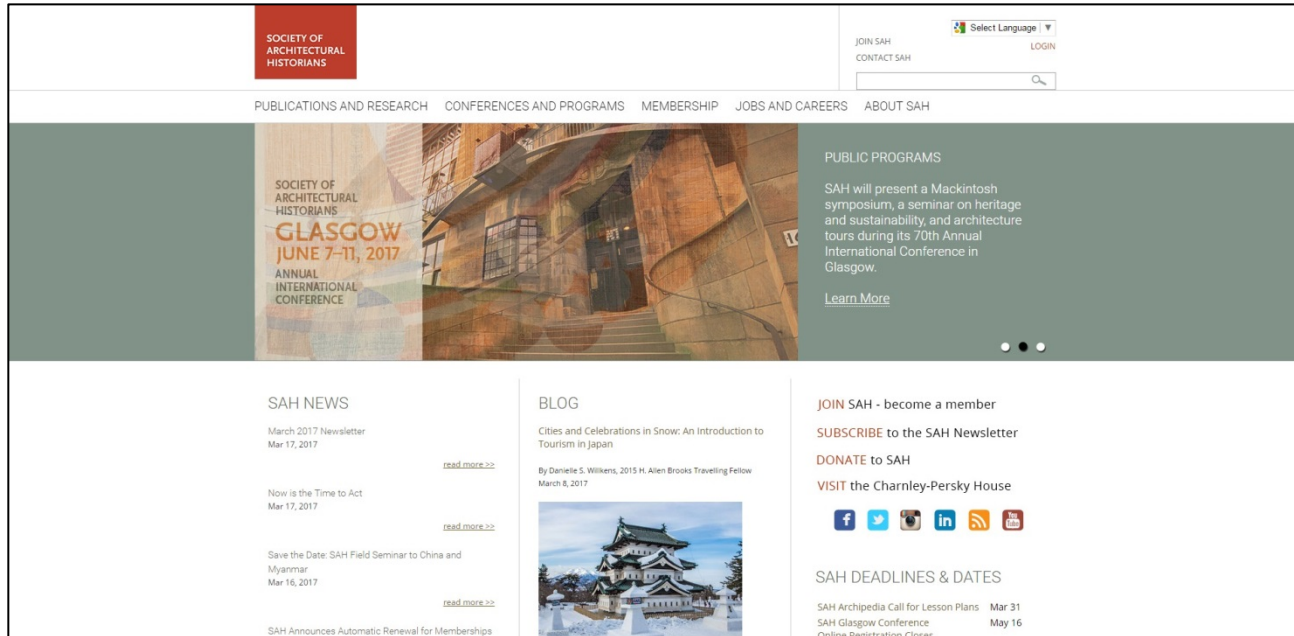
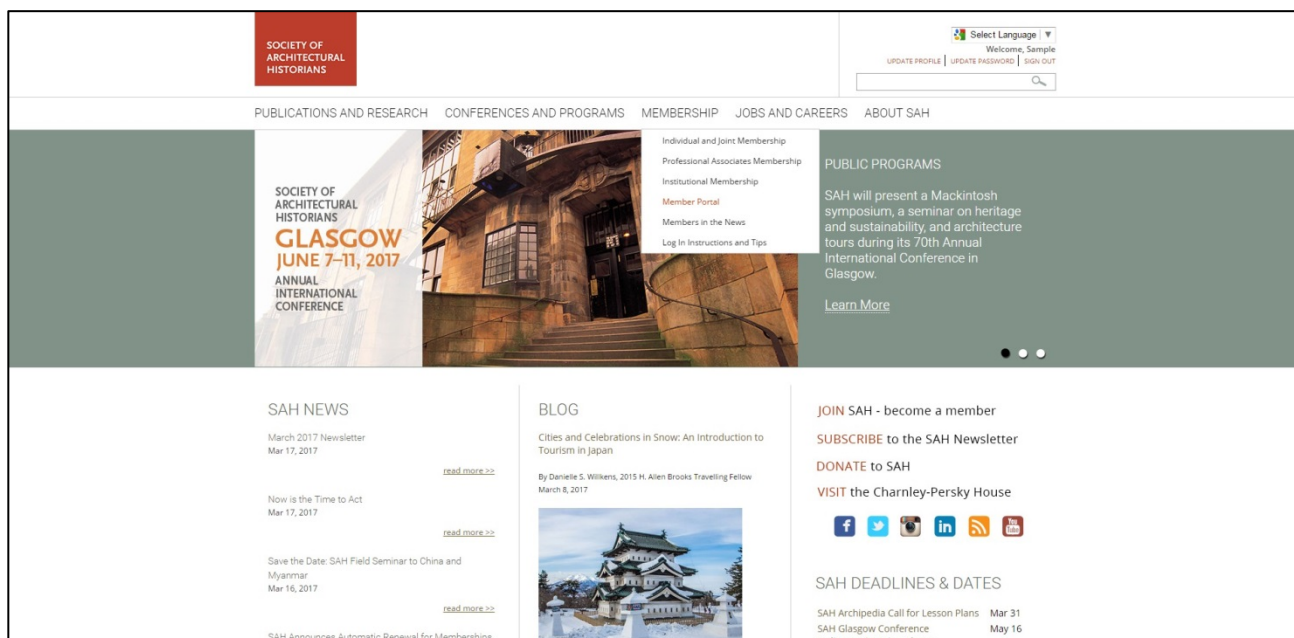


How to Opt Out of the Membership Directory

Step 1: Login to the SAH website at sah.org.



Step 2: Select "Member Portal" from the Membership drop-down menu.



Step 3: Under the My Membership section, click on the link to your membership under “My Memberships” (e.g., “View IND E Membership”).

SOCIETY OF ARCHITECTURAL HISTORIANS

JOIN SAH
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PUBLICATIONS AND RESEARCH CONFERENCES AND PROGRAMS MEMBERSHIP JOBS AND CAREERS ABOUT SAH

Home Online Store

ID: 90009102 Sample Member Logout

Welcome to Society of Architectural Historians

My Profile

ID: 90009102
Sample Member
1365 N Astor St
Chicago, IL 60610-2144 US
Preferred Contact #: (none)
Email: info@sah.org
Login ID: [info@sah.org \(change\)](#)

[Edit My Information and Communication Preferences](#)
[Change My Password](#)

My Membership

Status:	Active
Member Since:	3/28/2017
Expiration:	3/31/2018
Type:	Individual

[Search Membership Directory](#)
[My Memberships](#)
1. [View COOP IND E Membership](#)

My Committees

My SAH Committees:

0
No visible committees found.

[View My Committees](#)
[Browse Committees](#)

My Account

Outstanding Balance: \$0.00
Last Payment: No payments on file.

- [Manage Saved Payment Options](#)
- [Manage Installment Plans](#)
- [View Account History](#)

Events

Last Registration: [No registration found](#)

- [20th SAH Annual Conference](#)
- [Browse Events](#)
- [View My Event Registrations](#)

Donations

Last Donation: No Records Found

- [Make a Donation](#)

Awards & Fellowships

Last Award / Fellowship Entry: No Records Found.

Number of Entries You've Submitted: 0

- [View Open Fellowships and Awards](#)
- [View My Fellowship / Award Entries](#)

Career Center

Number of Resumes: 0
Jobs Posted: 0

- [Manage My Resumes](#)
- [Post a Job](#)
- [Purchase Job Postings](#)
- [Search Job Postings](#)
- [View My Job Postings](#)

Discussions

Last Post: [No Records Found.](#)
Last Post Date:

- [View Discussion Board](#)
- [View My Subscriptions](#)

Core Version: 4.17.1.31 Association Management Software by MemberSuite

SOCIETY OF ARCHITECTURAL HISTORIANS
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Step 4: Under Tasks, select "Update Membership Info."

The screenshot shows the membership management interface for the Society of Architectural Historians. The user is logged in as a "Sample Member" with ID 90009102. The page displays membership details, billing information, and a list of tasks. A red arrow points to the "Update Membership Info" link in the tasks list.

Membership Information

MemberSuite ID:	90005998	Join Date:	3/28/2017
SAH ID:	#90009102 - Sample Member	Expiration Date:	3/31/2018
Status:	Active	Renewal Date:	
Type:	Individual	Approved?	True
Product:	CONP IND E Membership	Membership Directory Opt Out?	False
Receives Member Benefits:	True		
Inherited:	No		

Billing Information

You can have this membership renewal automatically charged to your credit card. The current information is below. [Click here to update.](#)

Payment Method: You currently have no payment information associated with this membership.

Tasks

- Update Contact Info
- Update Billing Information
- Update Membership Info
- Renew Membership
- View Account History

Step 5: Check the box for "I would like to opt out of the membership directory."

The screenshot shows the "Edit Membership" form. The checkbox for "I would like to opt out of the membership directory" is checked. The "Save" button is visible at the bottom of the form.

Membership Information:

I would like to opt out of the membership directory

Please charge my credit card and automatically renew my membership when it expires

or [cancel](#)

Step 6: You will see a confirmation screen. It should now say "True" next to "Membership Directory Opt Out?"

Home Online Store

ID: 90009102

Sample Member [\(back to Console\)](#)

Logout

[Home >](#)

View Membership

Membership was updated successfully.

Membership Information

MemberSuite ID:	9000998	Join Date:	3/28/2017
SAH ID:	#90009102 - Sample Member	Expiration Date:	3/31/2018
Status:	Active	Renewal Date:	
Type:	Individual	Approved?	True
Product:	CONF IND E Membership	Membership Directory Opt Out?	True
Receives Member Benefits:	True		
Inherited:	No		

Billing Information

You can have this membership renewal automatically charged to your credit card. The current information is below. [Click here to update.](#)

Payment Method: You currently have no payment information associated with this membership.

Tasks

- [Update Contact Info](#)
- [Update Billing Information](#)
- [Update Membership Info](#)
- [Renew Membership](#)
- [View Account History](#)

Customer: SAH, Inc Core Version: 4.43.1.187

Association Management Software by MemberSuite



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