

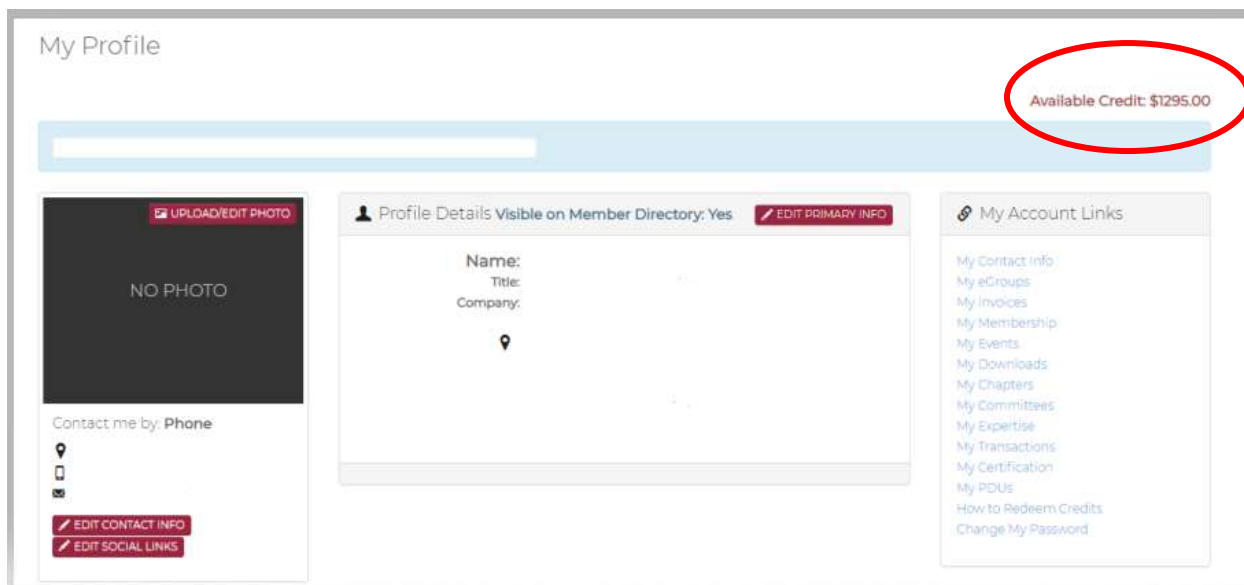
How to Redeem Available Credits

If you have a credit in your NIRI account from the cancellation of your 2020 in-person Annual Conference registration, you can apply this credit balance to the purchase of any NIRI products at checkout, including event registrations, online education, and membership dues. Credits will expire on October 2, 2021, and will be forfeited after that date. Credits cannot be applied retroactively.

Below are instructions on how to view your credit balance and redeem your available credit.

First, log in to the NIRI website at www.niri.org, then click on “my NIRI Account” at the top of the NIRI home page. You will be directed to the page showing your NIRI Profile.

Here, you will see your credit balance.



The screenshot shows the "My Profile" page. In the top right corner, the text "Available Credit: \$1295.00" is circled in red. The page layout includes a profile photo placeholder (NO PHOTO), profile details (Name, Title, Company), and a list of account links such as My Contact Info, My eGroups, My Invoices, My Membership, My Events, My Downloads, My Chapters, My Committees, My Expertise, My Transactions, My Certification, My PDUs, How to Redeem Credits, and Change My Password.

To apply your credit to the purchase of a NIRI product, simply add your product (e.g., event registration, membership dues, etc.) to the cart and begin the checkout process.

On the payment page, a field will show the amount of credit that you have available to use. You can choose how much of the credit you want to apply to the purchase. Then, click the “apply credit” button.

Payment Information

Invoice total: 395.00

Total credit available: 1295.00

Credit to apply:

395.00

APPLY CREDIT

If your available credit is less than the invoice total, enter the amount of the credit that you would like to apply, then click “apply credit”. This will recalculate your balance due, and you can then enter your credit card information to continue checking out.

Payment Information

Invoice total: **1495.00**

Total credit available: 1295.00

Credit to apply:

APPLY CREDIT

Payment amount: **200.00**

Payment method:

Cardholder's name:

Credit card number:

Expiration date:

Security code:

Required

Contact NIRI at ajoshi@niri.org if you have any questions about how to apply your credit at checkout.