MEMBERSHIP

Screenshots of the Online Experience

as of October 2020

NOTE:

These screenshots are for demonstration purposes only. The text within the screenshots, including the fees associated with dues, may differ from the actual renewal experience.

CFA Institute

TABLE OF CONTENTS

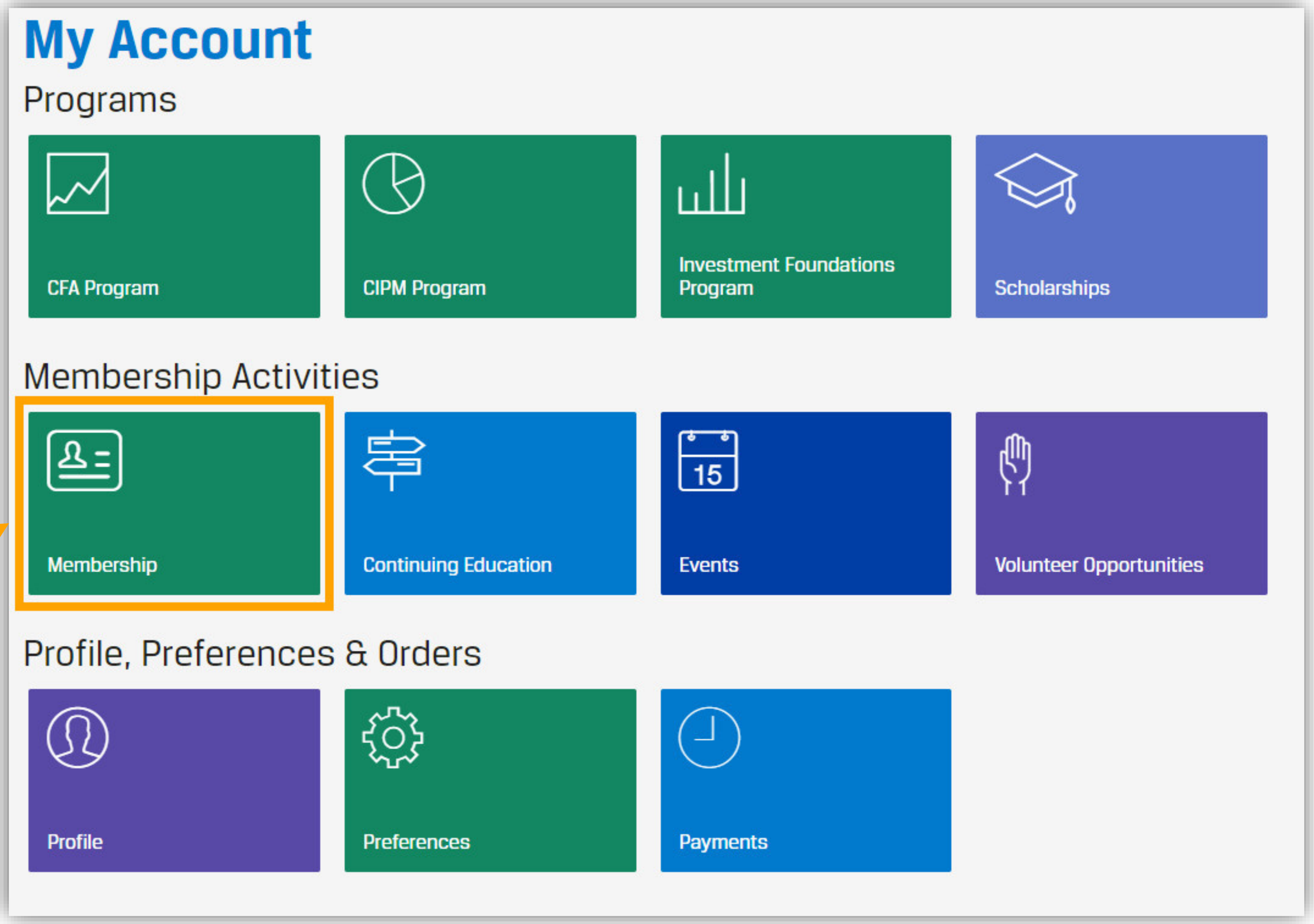
MY ACCOUNT: MEMBERSHIP TILE, PAYMENT TILE

1 MY ACCOUNT: MEMBERSHIP TILE

Membership transactions are handled via the Membership Tile. It is accessed in one of two ways:

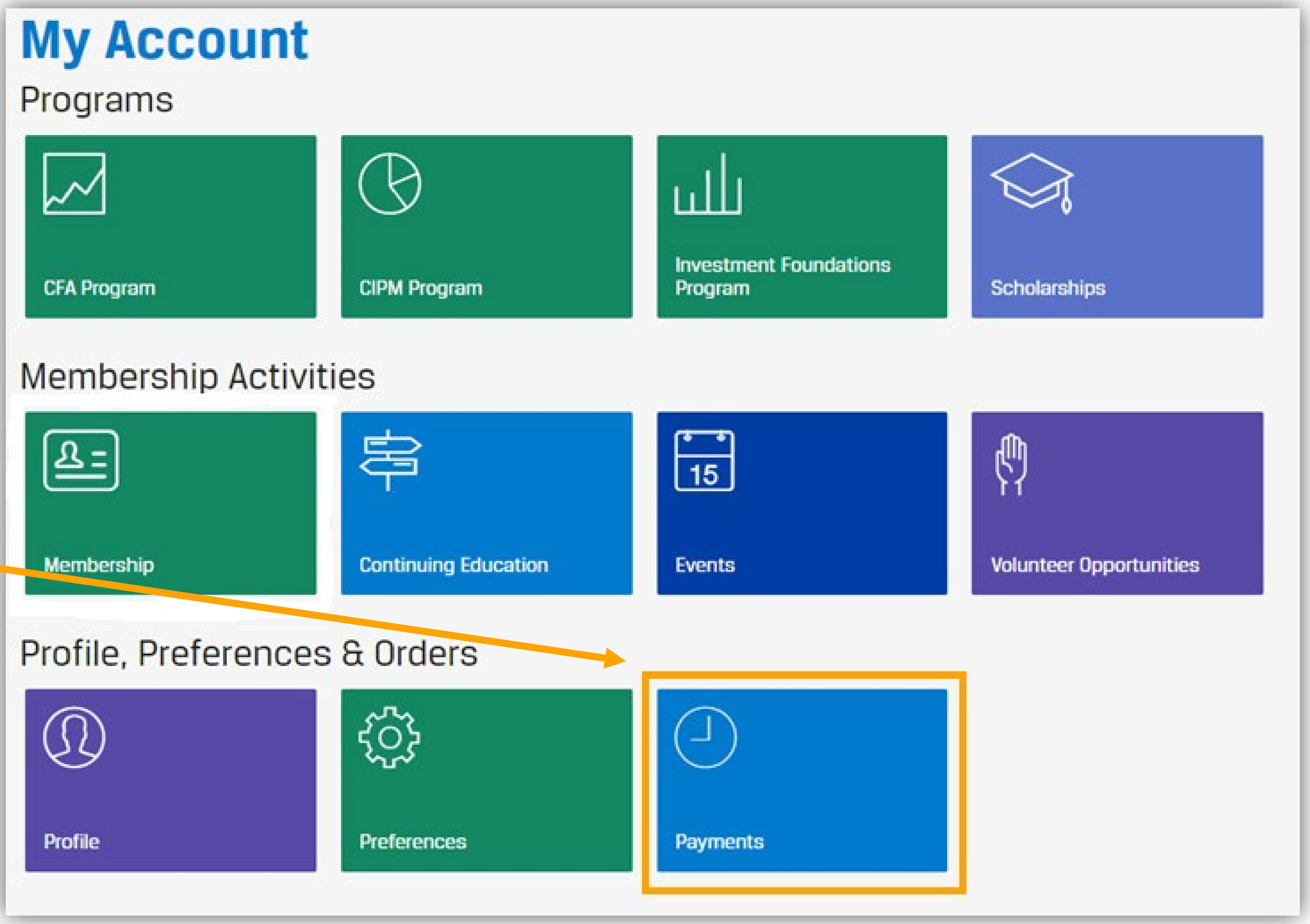
1. Receive an email from CFA Institute and click the link to renew membership.

2. Log into cfainstitute.org and access "My Account" as seen here.



2 MY ACCOUNT: PAYMENT TILE

Receipts for membership transactions are presented at the end of the transaction but are also accessible via the Payments tile.



2 MY ACCOUNT: PAYMENT TILE (CONT'D)

Payments

Payment History

Didn't find what you're looking for? Check our payment archives or contact us.

Receipt Number	Amount	Transaction Date	Receipt Link
Sales Order #SO2801029006	US$ 395	09 August 2019	View receipt

CFA Institute

CFA Institute
915 East High Street
Charlottesville VA 22902
United States

Receipt

Payment Details

Receipt Number:	CS2801020644
Sales Order Number:	SO2801029006
Payment Date:	09 August 2019
Payment Method:	Visa
Total:	$395.00

Customer Contact Information

Mr. XX XXX

Address:
XXX
XXX
Hong Kong

Order Summary

CFA Institute Dues Year Ending 30 June 2020	$275
CFA Society Hong Kong Year Ending 30 June 2020	$120

SubTotal	$395.00
Tax	$0.00
Total	$395.00

Note: All fees are shown in US Dollars.

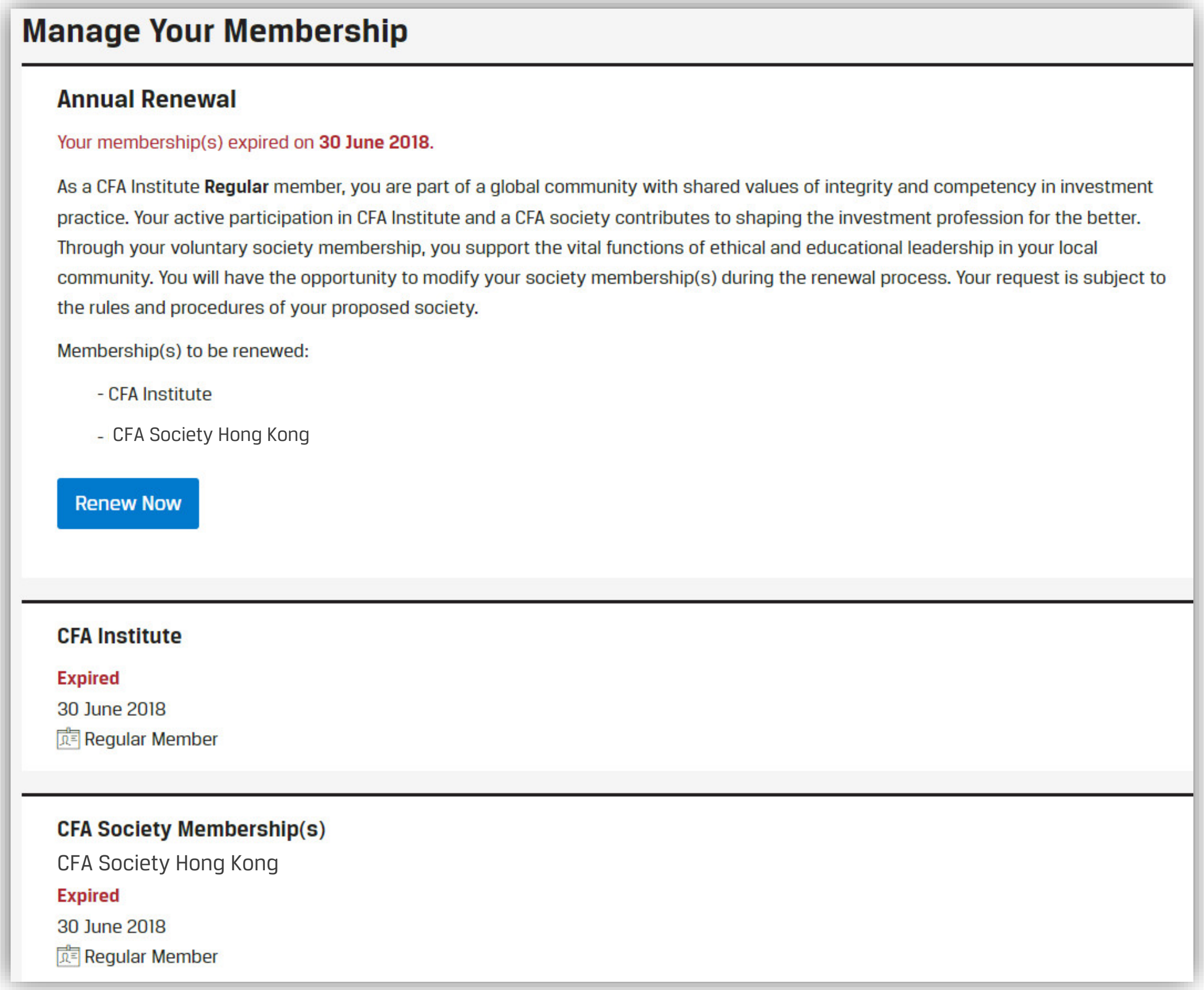
REGULAR MEMBER – RENEW

Note: Some societies only accept CFA charterholders for regular membership; affiliate membership may not be an option in all societies.

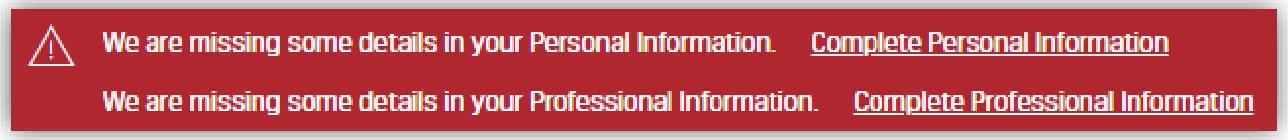
REGULAR MEMBER – RENEW | **RENEW MEMBERSHIP**

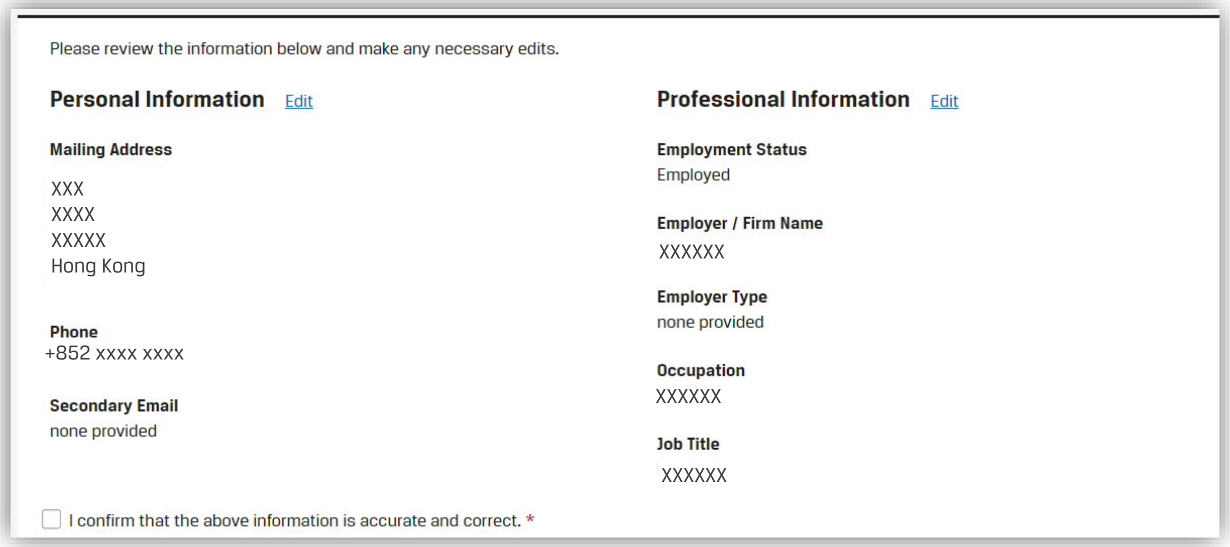
This screenshot shows a regular member who needs to renew their membership. In this example, their membership expired, or lapsed, as of 30 June 2018.

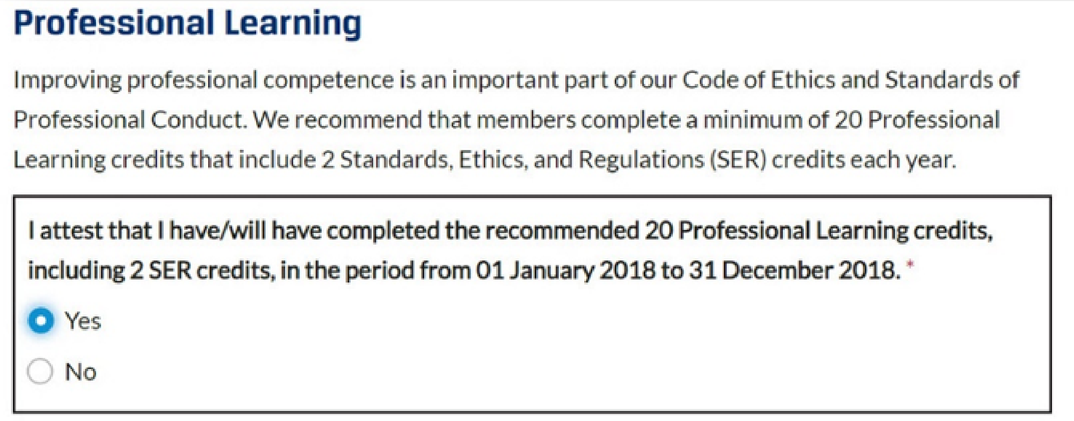
- The top portion highlights the importance of CFA Institute and society membership.
- The bottom portion displays the person's most recent membership(s).



1 REGULAR MEMBER – RENEW | VERIFY







In the first step of the renewal process, they **verify** their personal and professional information. They also complete their Professional Learning (PL) attestation.

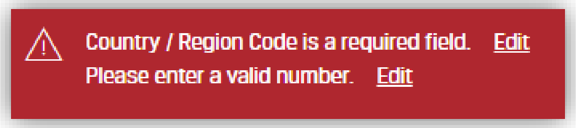
- If any personal and/or professional information is missing, they cannot proceed until they update their information.
- They must make a selection for PL attestation.

They can "save and continue" only after completing all required fields.

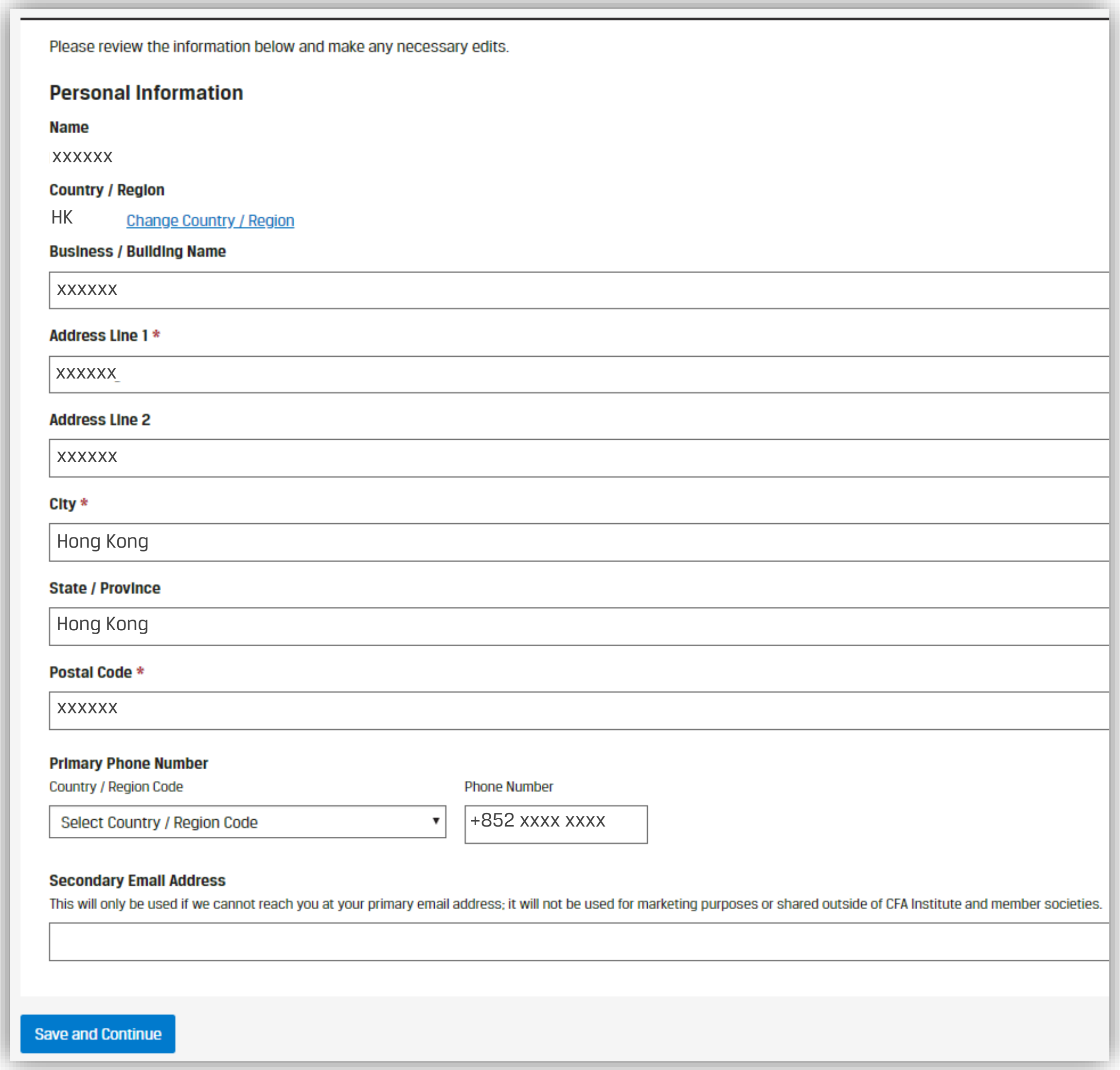
1 REGULAR MEMBER – RENEW | VERIFY PERSONAL INFORMATION

If they need to update their personal information, they do so here.

Should they "save and continue" without completing all of the required fields, an error message displays, and they cannot leave this page until they provide the missing information.



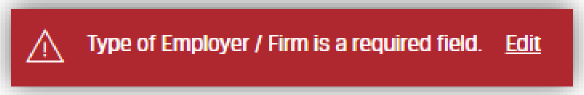
Note: "Primary Phone Number" includes the Country/Region Code, and all non-numerical characters have been removed from the "Phone Number."



1 REGULAR MEMBER – RENEW | VERIFY PROFESSIONAL INFORMATION

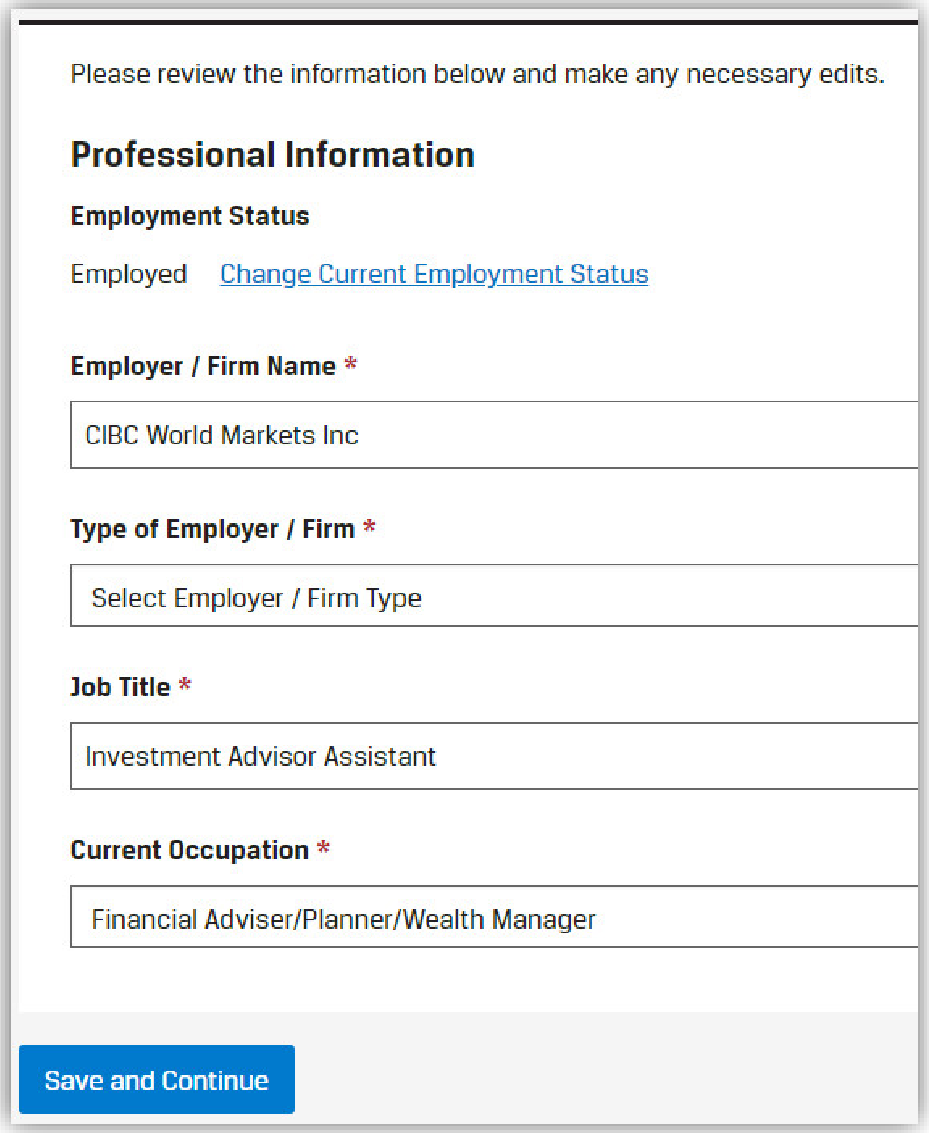
If they need to update their professional information, they do so here.

Should they "save and continue" without completing all of the required fields, an error message displays, and they cannot leave this page until they provide the missing information.



A confirmation displays when they successfully update their information.

The following slide shows additional screenshots associated with updating Professional Information.



1 REGULAR MEMBER – RENEW | VERIFY PROFESSIONAL INFORMATION

Employer / Firm Type Dropdown List

Select Employer / Firm Type
Accounting Firm
Asset Management/Investment Firm
Brokerage
Business or Knowledge Process Outsourcing (BPO/KPO)
Central Bank
Commercial Bank
Consulting Firm
Credit Rating Agency/Firm/Bureau
Endowment
Government or Regulator
Information Technology or Software
Insurance
Investment Bank
Manufacturing
Pension Fund
Private Wealth Management Firm/Family Office/Trusts
Securities Exchange
Sovereign Wealth Fund
University/Educational Institution

Select Employer / Firm Type

Dropdown List - Continued

Utilities (e.g., Oil and Gas, Energy)
Verification Firm
Other (please specify)

Occupation Dropdown List

Select Occupation
Accountant or Auditor
Chief Executive Officer (CEO)
Chief Financial Officer (CFO)
Chief Investment Officer (CIO)
Compliance Analyst/Officer
Consultant
Corporate Financial Analyst
Credit Analyst
Economist
Financial Adviser/Planner/Wealth Manager
Financial Examiner
Information Technology
Investment Consultant
Investment Strategist
Manager of Managers
Performance Analyst
Portfolio Manager
Professor/Academic
Regulator

Select Occupation

Dropdown List - Continued

Relationship Manager/Account Manager
Research Analyst, Investment Analyst, or Quantitative Analyst
Risk Analyst/Manager
Sales Agent (Securities, Commodities, Financial Services)
Trader
Other (please specify)

Change Current Employment Status

Professional Information

Employment Status

Employed Change Current Employment Status

Please review the information below and make any necessary edits.

Professional Information

Which best describes your current employment status? *

- Employed
- Self-employed
- Student
- Unemployed
- Retired

Save and Continue

Professional Information Edit

Employment Status
Unemployed

Employed and Self-employed must provide employer information. Student, Unemployed, and Retired do not.

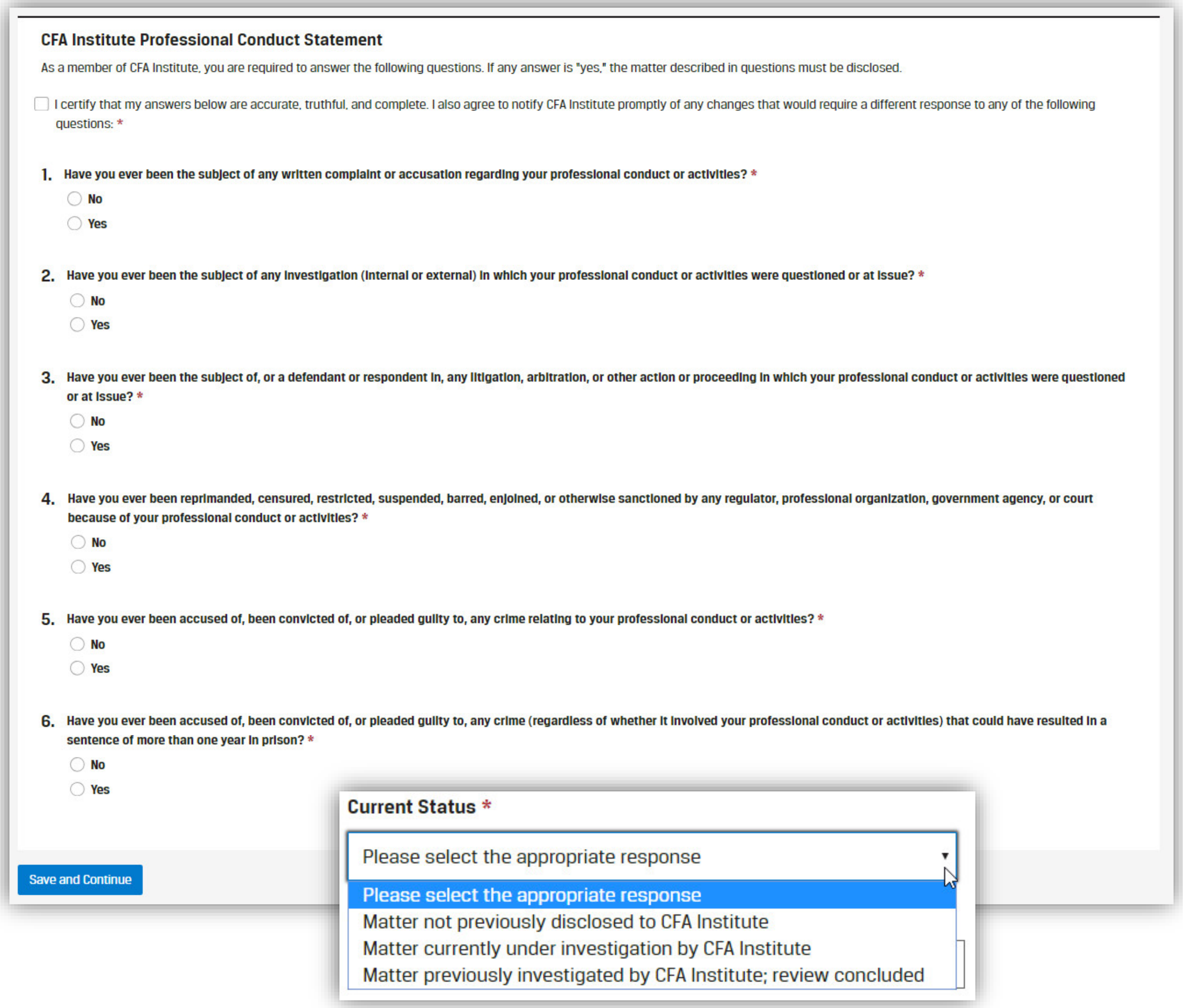
- Employed fields to complete: Employer/Firm Name, Type of Employer/Firm, Job Title, and Current Occupation
- Self-Employed fields to complete: Type of Employer/Firm, Job Title, and Current Occupation

2 REGULAR MEMBER – RENEW | ATTEST – PROFESSIONAL CONDUCT STATEMENT

In the second step of the renewal process, they complete their **attestations**.

This is the Professional Conduct Statement (PCS). All fields are required in order to "save and continue."

Note: For each "Yes," they must provide the matter's Current Status. There is an optional text box to provide additional information as well.



CFA Institute Professional Conduct Statement

As a member of CFA Institute, you are required to answer the following questions. If any answer is "yes," the matter described in questions must be disclosed.

☐ I certify that my answers below are accurate, truthful, and complete. I also agree to notify CFA Institute promptly of any changes that would require a different response to any of the following questions: *

1. Have you ever been the subject of any written complaint or accusation regarding your professional conduct or activities? *
   - No
   - Yes
2. Have you ever been the subject of any investigation (internal or external) in which your professional conduct or activities were questioned or at issue? *
   - No
   - Yes
3. Have you ever been the subject of, or a defendant or respondent in, any litigation, arbitration, or other action or proceeding in which your professional conduct or activities were questioned or at issue? *
   - No
   - Yes
4. Have you ever been reprimanded, censured, restricted, suspended, barred, enjoined, or otherwise sanctioned by any regulator, professional organization, government agency, or court because of your professional conduct or activities? *
   - No
   - Yes
5. Have you ever been accused of, been convicted of, or pleaded guilty to, any crime relating to your professional conduct or activities? *
   - No
   - Yes
6. Have you ever been accused of, been convicted of, or pleaded guilty to, any crime (regardless of whether it involved your professional conduct or activities) that could have resulted in a sentence of more than one year in prison? *
   - No
   - Yes

Save and Continue

Current Status *

Please select the appropriate response

- Please select the appropriate response
- Matter not previously disclosed to CFA Institute
- Matter currently under investigation by CFA Institute
- Matter previously investigated by CFA Institute; review concluded

2 REGULAR MEMBER – RENEW | **ATTEST – MEMBERSHIP AGREEMENT**

They then complete the CFA Institute Membership Agreement.

Note: This new agreement is much longer than in the past. It goes more in depth to cover our privacy policy and trademark guidelines.

CFA Institute Membership Agreement

Individual members of CFA Institute must read and agree to the following:

1 You have read, understand, and agree to comply with the CFA Institute Code of Ethics, Standards of Professional Conduct, Bylaws, and Rules of Procedure for Professional Conduct ("Governing Documents") and other rules and regulations established by CFA Institute as amended from time to time.

2 You acknowledge and understand that failure to comply with the Governing Documents is grounds for disciplinary action against You and that a failure to cooperate with any CFA Institute investigation of Your conduct is grounds for summary suspension.

3 You hereby acknowledge that the information provided in this Membership Renewal is true, correct, and complete in all respects.

4 You acknowledge, agree, and, where necessary, consent to the processing of Your personal data as described in the CFA Institute Privacy Policy. You understand that You may request access and the opportunity to modify or delete certain portions of Your personal data to the extent permitted by applicable law by contacting CFA Institute as described in the "Contact Us" section at the end of the CFA Institute Privacy Policy.

5 Subject to the terms and conditions of this Member's
Institute hereby grants to You, during the Term of this
license to use the CFA designation and related certific
one-year term (the "Term"). You hereby explicitly ackn
use this designation other than pursuant to the terms

6 Subject to the terms and conditions of this Member's
full compliance with all of your obligations as such, CF
non-transferable, and non-sublicensable right and lic
provision of financial analysis services to the public fo
entitled, by virtue of having earned this designation, t

7 If you are permitted to use the CFA designation and/o
use of that Certification Mark by You, will be in complia
in such a way as to be confused with a company logo
that that Certification Mark certifies the company, or c

8 You hereby acknowledge and agree that, as between the parties, CFA Institute is the sole and exclusive owner of the Certification Marks and the registrations and applications therefor. CFA Institute may, in its sole discretion, maintain or discontinue the maintenance of such applications and registrations for the Certification Marks at any time.

9 Nothing contained in this Member's Agreement shall be construed as an assignment to You of any right, title, or interest in or to a Certification Mark. You recognize and acknowledge that the Certification Marks and all rights therein and goodwill pertaining thereto solely and exclusively belong to CFA Institute. You agree not to directly or indirectly attack or impair the title of CFA Institute to the Certification Marks, the validity of this Member's Agreement, or any of CFA Institute's registrations or applications relating to the Certification Marks.

10 You acknowledge the importance to CFA Institute of its reputation and goodwill and to the public of maintaining high, uniform standards of quality in the services provided under the Certification Marks. You agree that CFA Institute will have the right, but not the obligation, to monitor the provision of services provided by You in association with the Certification Marks and that, in the event CFA Institute determines that the quality of those services does not meet the standards set by CFA Institute, including the standards in the Governing Documents, CFA Institute may terminate the license upon prior notice. You acknowledge and agree that the final determination with respect to the termination of this license shall be made by CFA Institute. Upon termination of this license for any reason whatsoever, You agree to immediately cease any and all use or display of all Certification Marks for any purpose whatsoever. In the event that this license terminates in accordance with the terms of this Member's Agreement, You will not be entitled to any refund of any fees already paid or owing as of the date of termination.

☐ I have read, understood, and agree to the terms of the CFA Institute Member's Agreement. *

Save and Continue

By continuing, you agree to our Terms & Conditions and Privacy Policy.

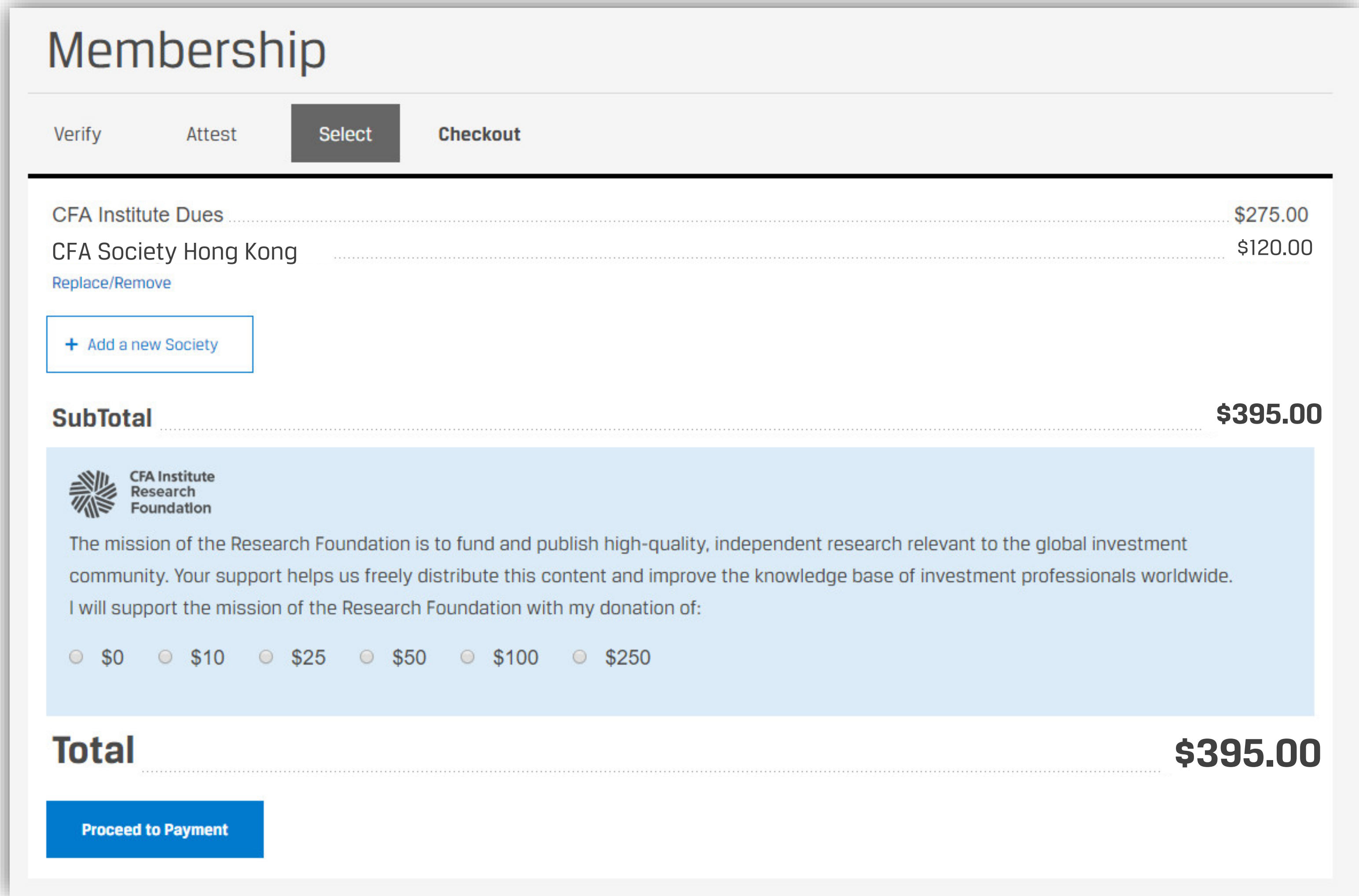
3 REGULAR MEMBER – RENEW | SELECT – DUES & TOTAL AMOUNT DUE

The third step of the renewal process displays their most recent active memberships and the total amount due. **Regular members can opt to add, replace, or remove a society here, which is detailed in the remainder of this document.** Affiliate members must have approval by a new society in order to replace or add a society.

Note: Some societies only accept CFA charterholders for regular membership; affiliate membership may not be an option in all societies.

When making a donation to the CFA Institute Research Foundation, members are asked, "How should we identify you?"

- Show my Name
- Anonymous
- Donate on behalf of [text field]



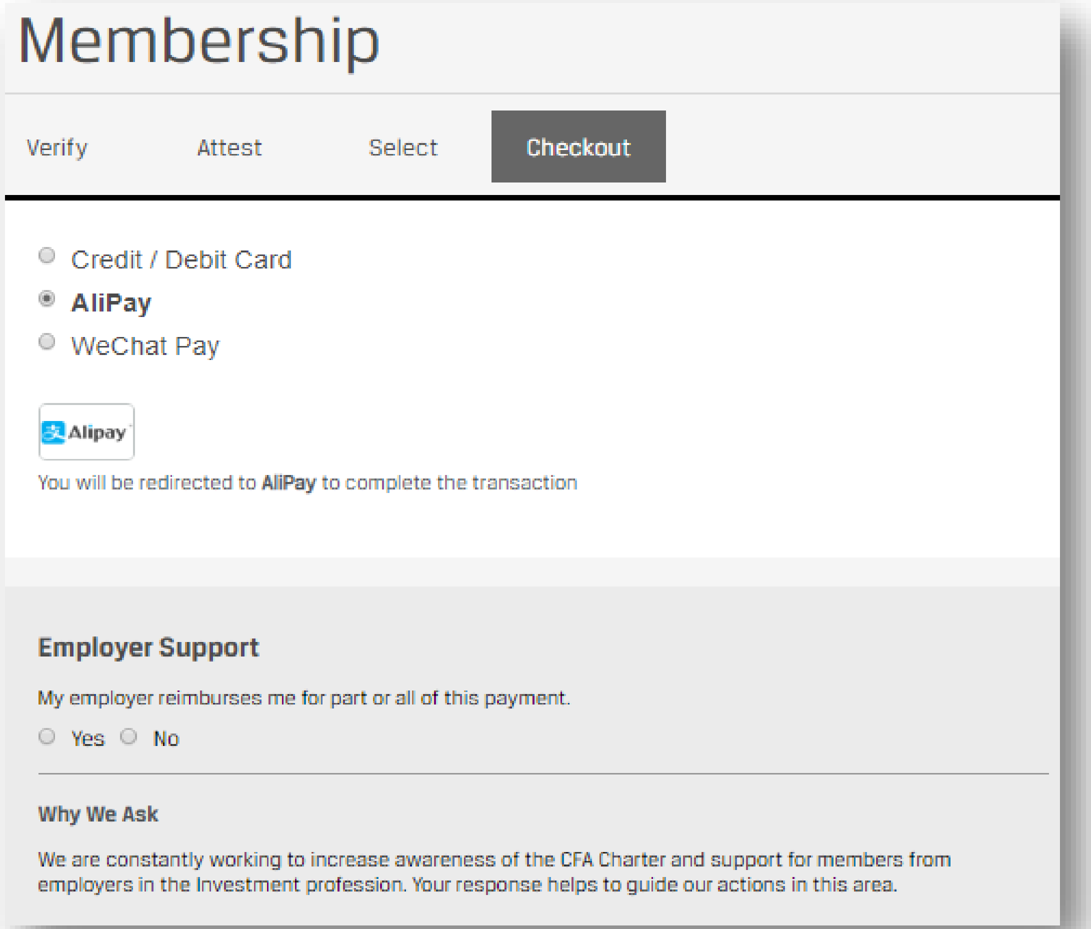
4 REGULAR MEMBER – RENEW | CHECKOUT

The fourth step of the renewal process is the **checkout**. This is where they select their payment option.

Optional: They can answer the question about Employer Support.

Screenshots of the payment options are included at the end of this document.

- Credit Cards. In November 2019, China UnionPay was added as a credit card option.
- Digital Wallets. In December 2019, the first digital wallet was launched, AliPay.
- Invoice. In May 2020, an invoicing option was added.

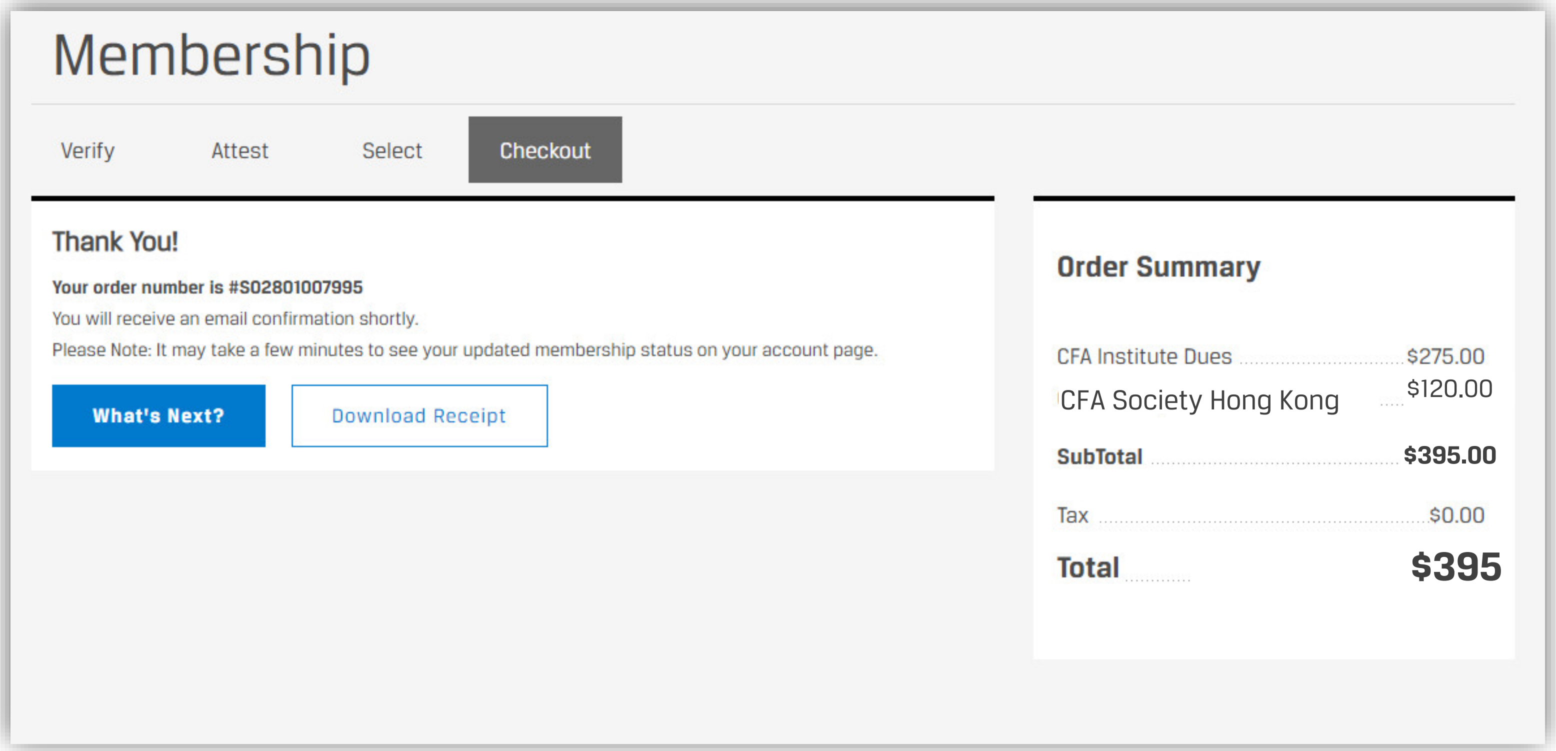


4 REGULAR MEMBER – RENEW | CHECKOUT – ORDER CONFIRMATION

They receive an order confirmation.

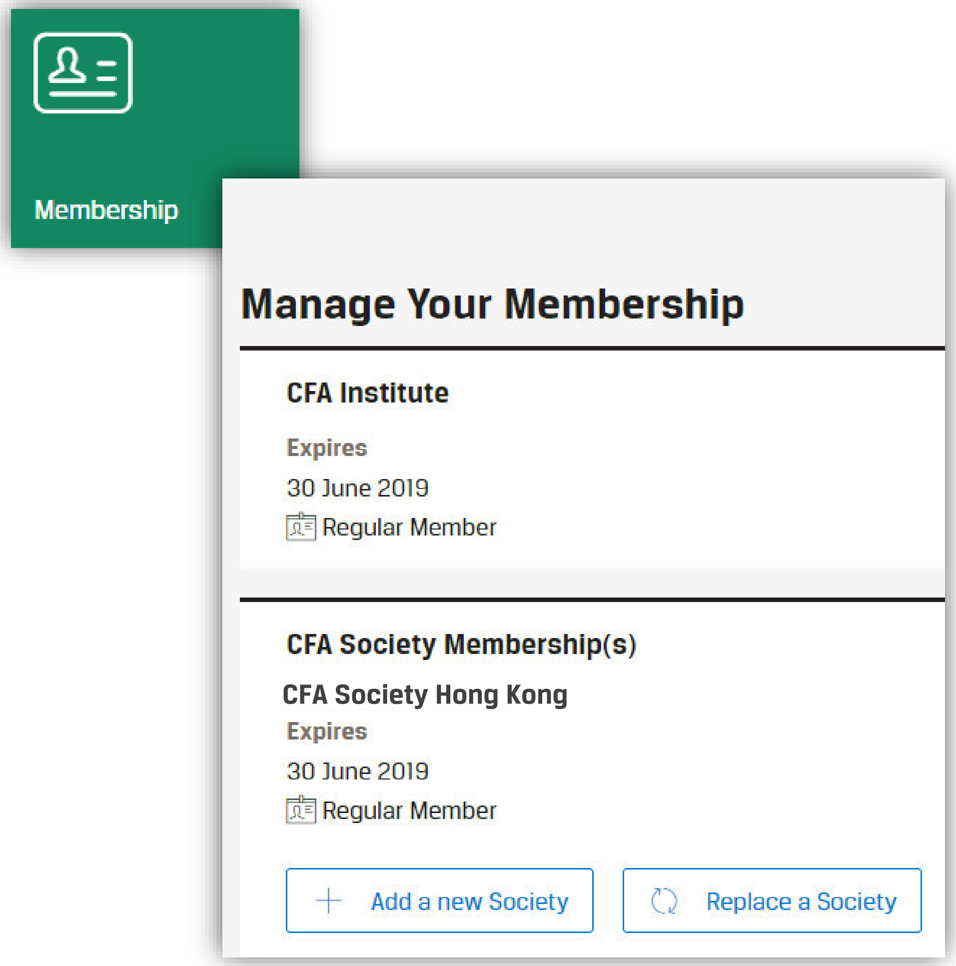
- "What's Next?" goes to the CFA Institute Member Benefits web page.
- They can download their receipt here or from the Payment tile.

Note:
It may take a few minutes for their information to update on the Membership Tile.



REGULAR MEMBER – RENEW | MEMBERSHIP UPDATED

Their updated memberships details display via the Membership tile.



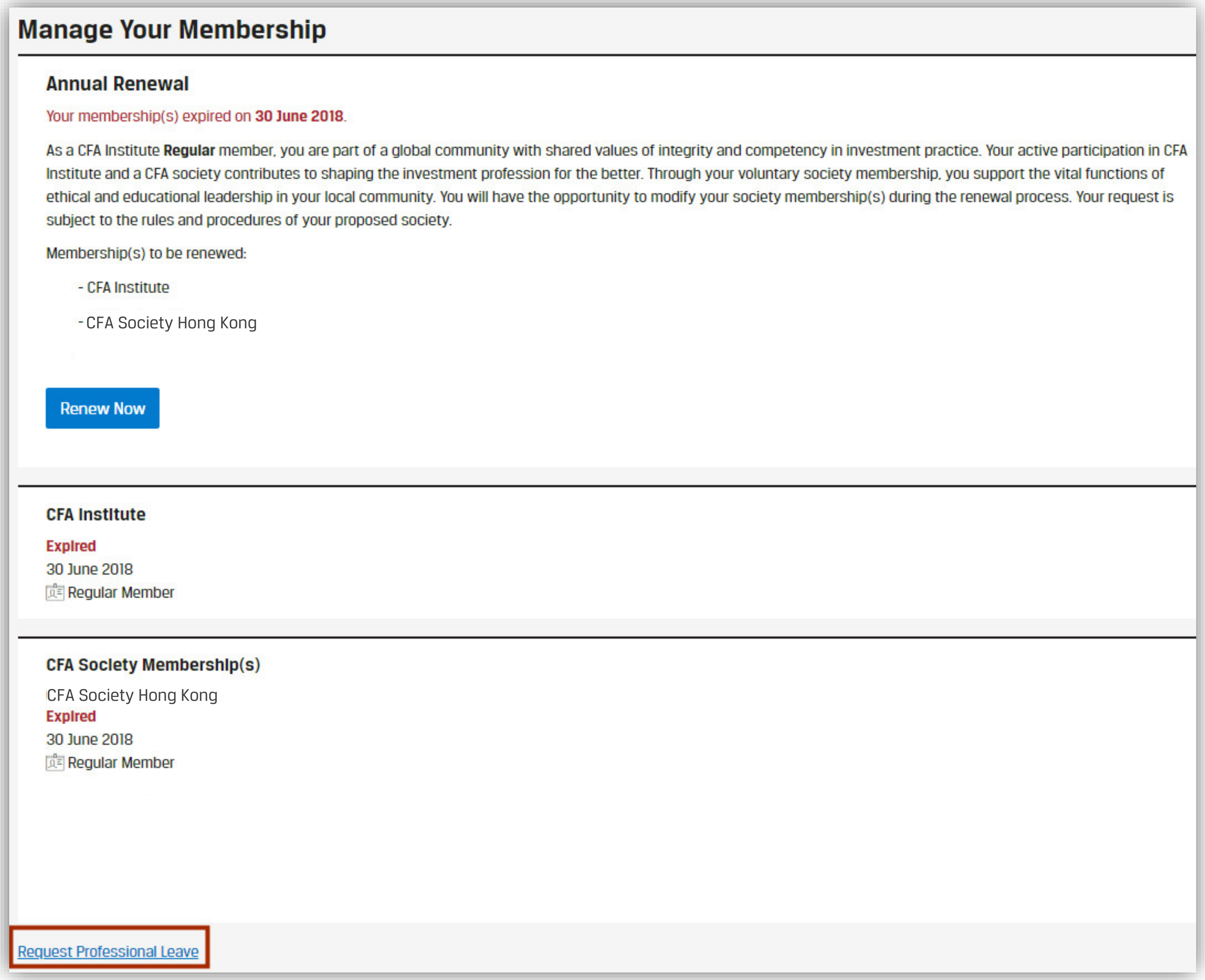
REQUEST PROFESSIONAL LEAVE

1 REQUEST PROFESSIONAL LEAVE

Professional Leave, formerly called "retired," applies to all active memberships. When they request Professional Leave, it is processed immediately online, meaning there is no application sent to the society for approval.

The "Request Professional Leave" option is not available to those who have less than 5 years of paid membership.

CFA Institute may grant exceptions to this rule during sustained periods of global economic hardship.



2 REQUEST PROFESSIONAL LEAVE

They must check each box and select a reason for requesting professional leave. These reasons appear on both the contact record and in the society's Membership reports in Salesforce.

Professional Leave

Professional Leave will apply to the following memberships:

- CFA Institute
- CFA Society Hong Kong

If you are currently unemployed and/or you are not currently engaged in professional activities which qualify as acceptable work experience, you may be eligible for Professional Leave. To request Professional Leave, review the rules and requirements below and confirm your compliance by checking each box.

- [ ] I am not currently engaged in professional activities which qualify as acceptable work experience (as described in the Work Experience Guidelines section of the CFA Institute website) to receive the CFA Charter or qualify for Regular membership in CFA Institute. *
- [ ] I agree that I will promptly notify CFA Institute if I resume professional activities as described above. *
- [ ] I acknowledge that I remain obligated to comply with all aspects of the CFA Institute Professional Conduct Program, including submission of an annual Professional Conduct Statement, compliance with the Bylaws, Code of Ethics and Standards of Professional Conduct, and Rules of Procedure Related to Professional Conduct, and that I remain subject to disciplinary action for a violation thereof. *

Reason for requesting professional leave *

Please provide a reason

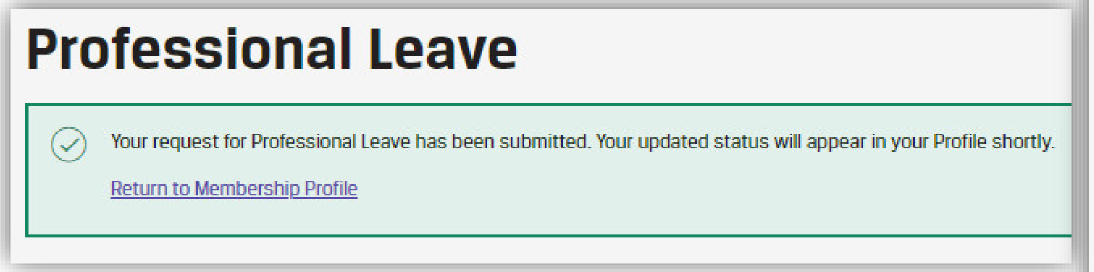
Request   Cancel

Reason for requesting professional leave *

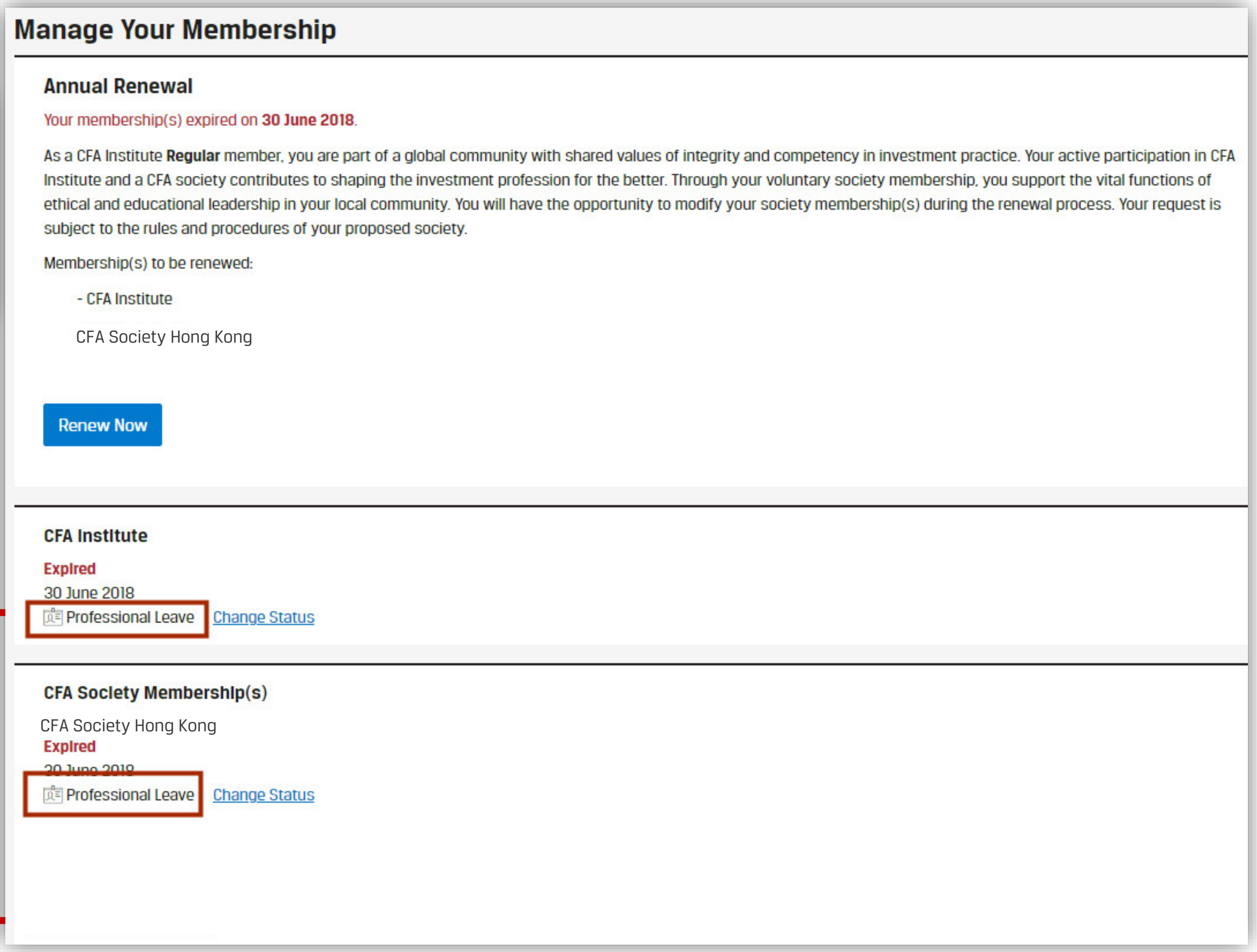
Please provide a reason

- Please provide a reason
- Change of profession
- Family, health, personal
- Currently unemployed
- Full-time student
- Retired

3 REQUEST PROFESSIONAL LEAVE



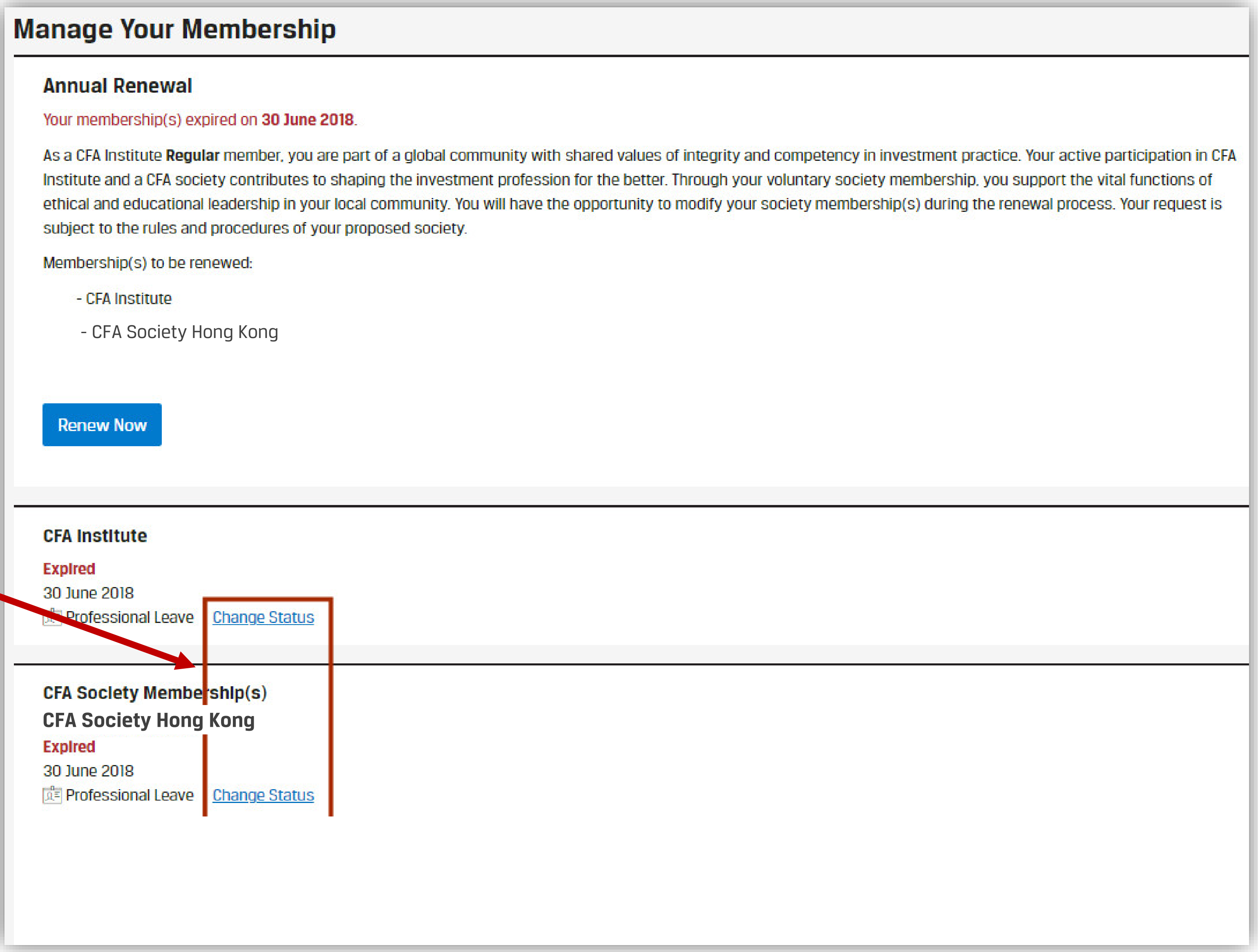
A confirmation message displays, and the Professional Leave status displays in the membership details.



RETURN FROM PROFESSIONAL LEAVE

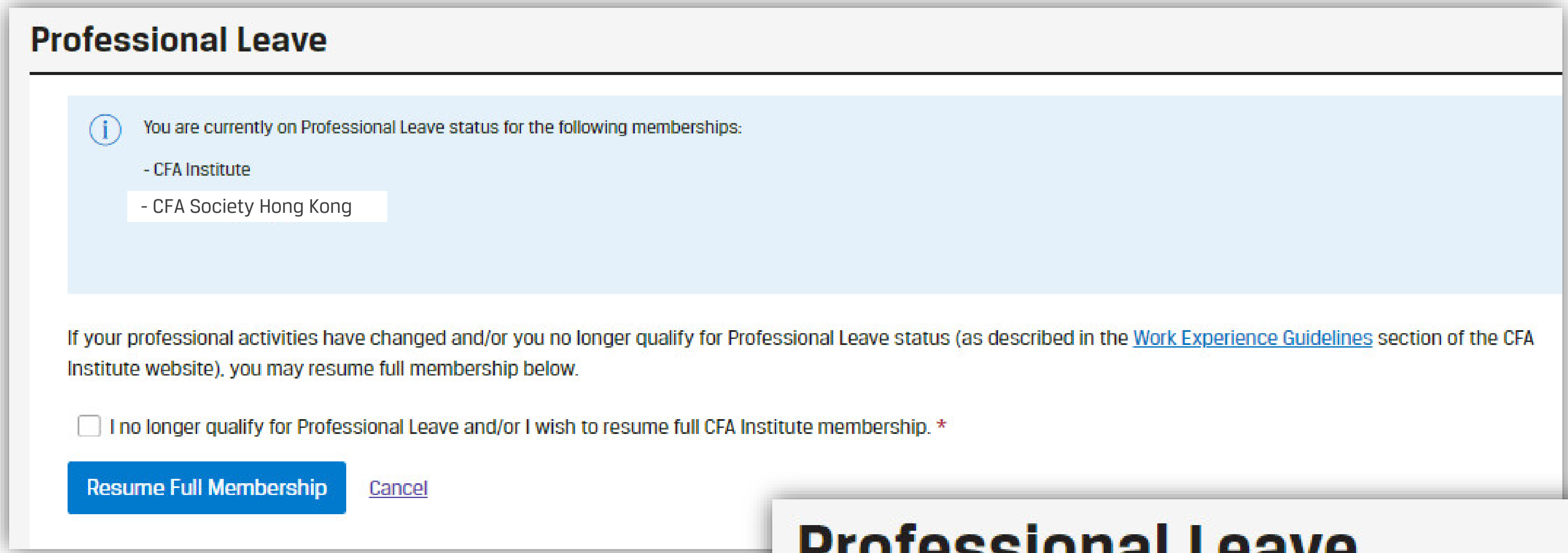
1 RETURN FROM PROFESSIONAL LEAVE

They can return from professional leave by clicking "Change Status."



2 RETURN FROM PROFESSIONAL LEAVE

They can easily resume full membership by clicking the checkbox. The confirmation message display below.



Professional Leave

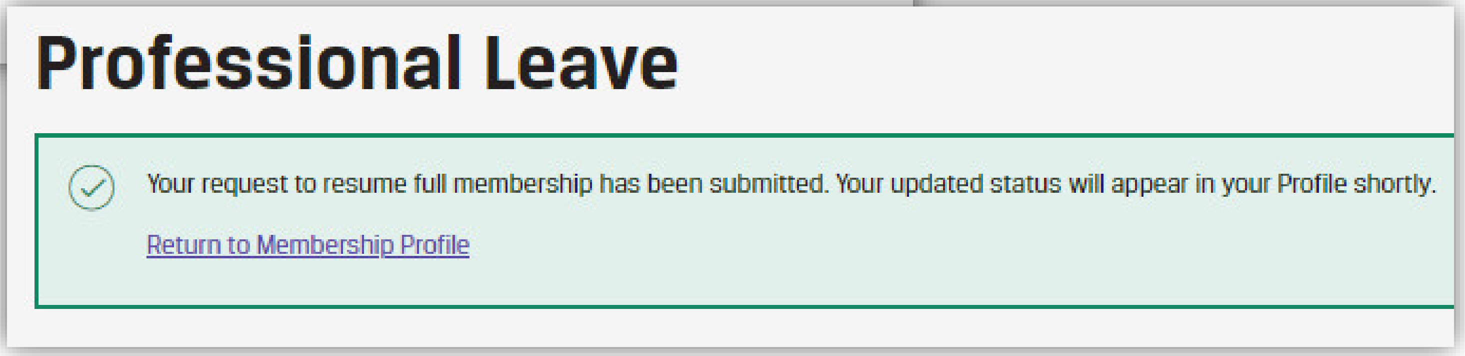
You are currently on Professional Leave status for the following memberships:

- CFA Institute
- CFA Society Hong Kong

If your professional activities have changed and/or you no longer qualify for Professional Leave status (as described in the Work Experience Guidelines section of the CFA Institute website), you may resume full membership below.

☐ I no longer qualify for Professional Leave and/or I wish to resume full CFA Institute membership. *

Resume Full Membership   Cancel



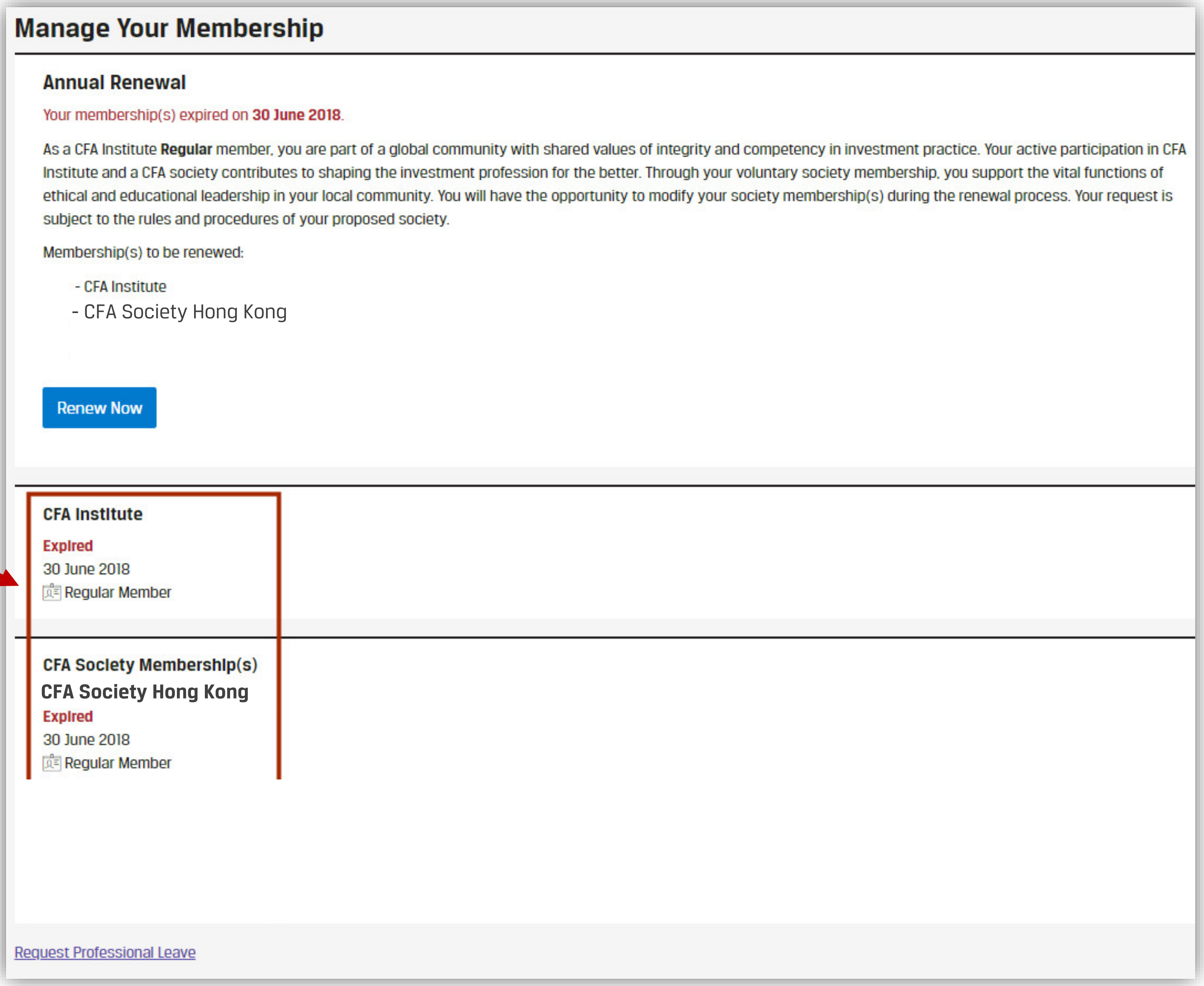
Professional Leave

Your request to resume full membership has been submitted. Your updated status will appear in your Profile shortly.

Return to Membership Profile

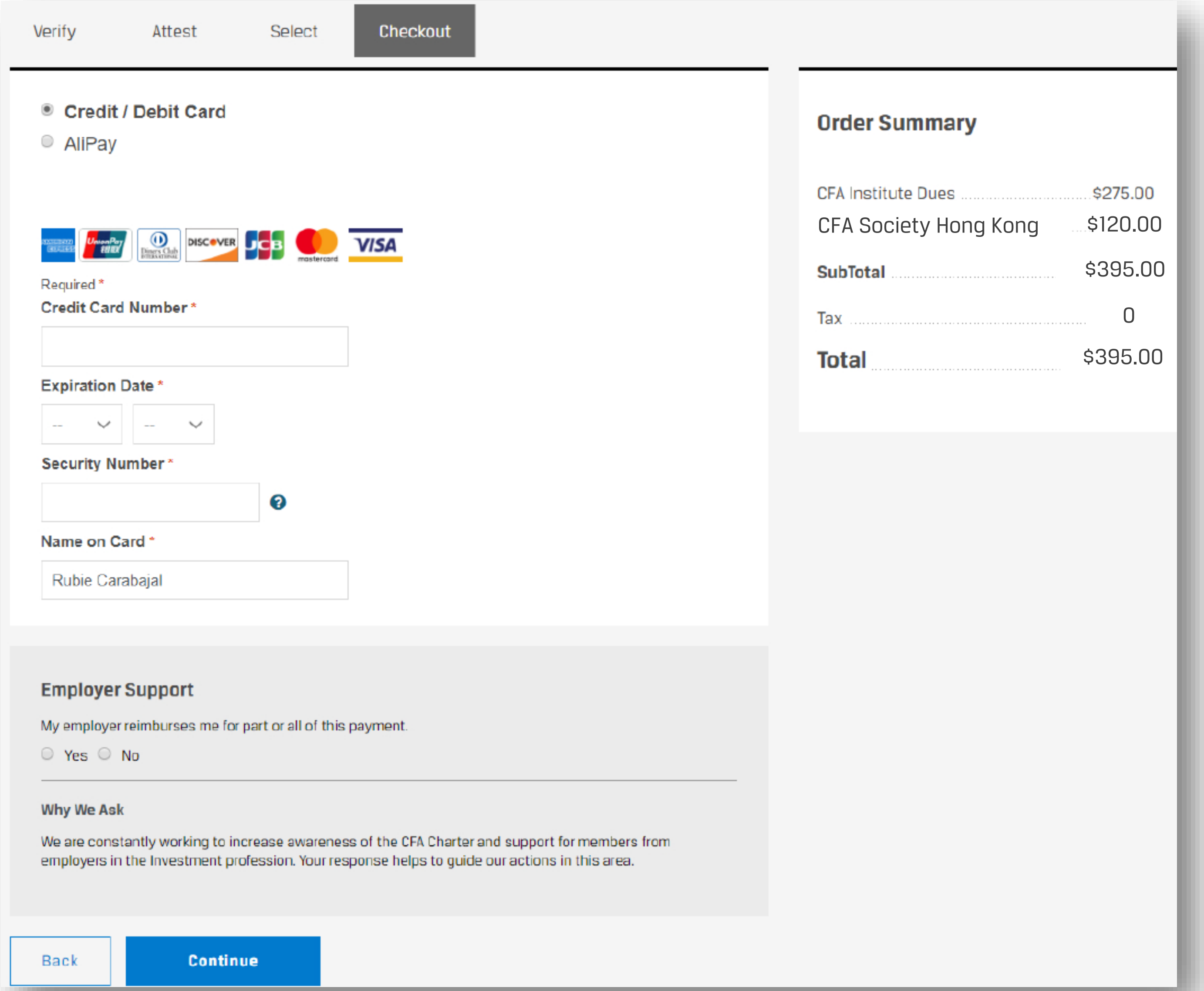
3 RETURN FROM PROFESSIONAL LEAVE

Their updated membership status displays in their membership details. "Regular Member" now displays instead of "Professional Leave."



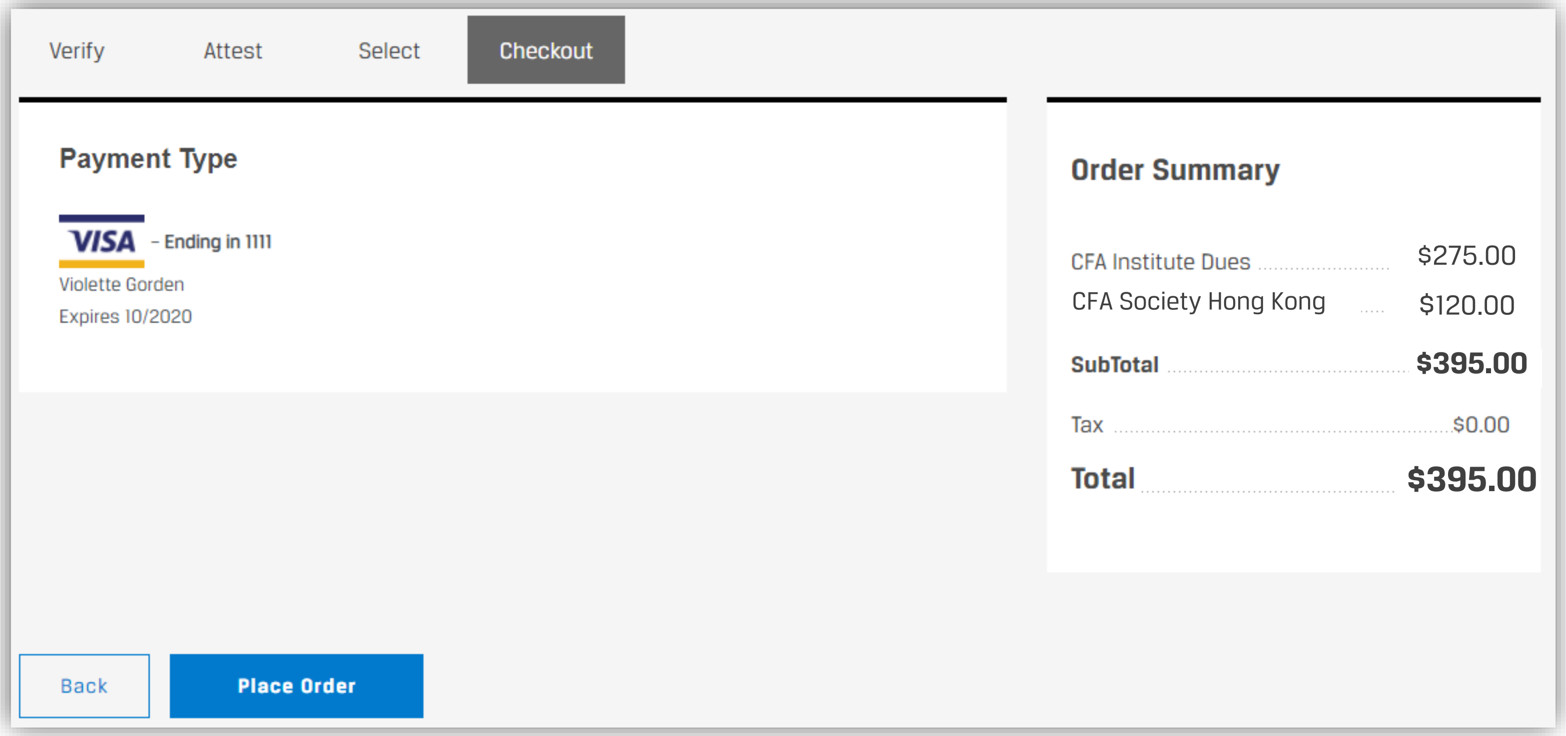
1 CHECKOUT – CREDIT CARD

If they choose to pay via credit card, they are prompted to enter their credit card details, including the Security Number. This is a 3-digit number on the back of most credit cards and a 4-digit number on the front of American Express cards.



2 CHECKOUT – CREDIT CARD – CONFIRM ORDER

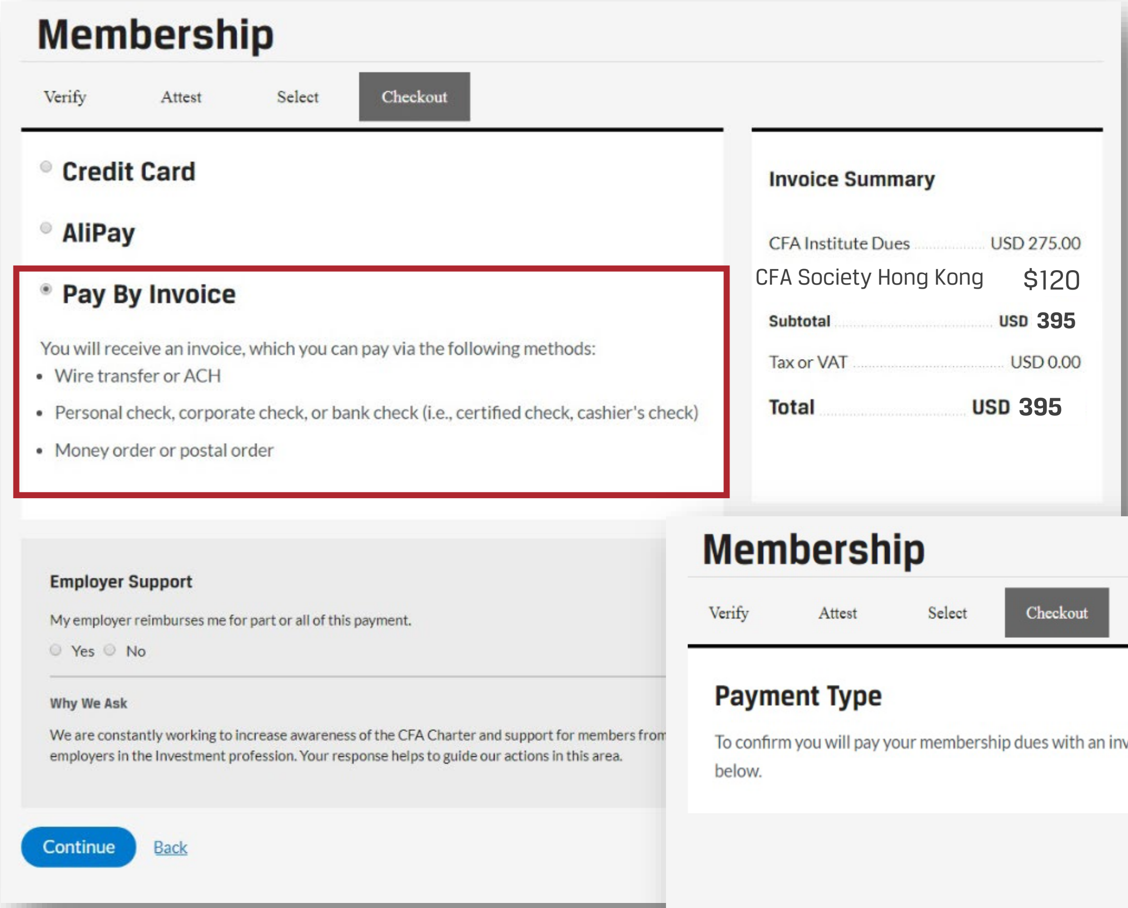
They confirm their information prior to placing the order. Once they place their order, the Order Confirmation page displays.

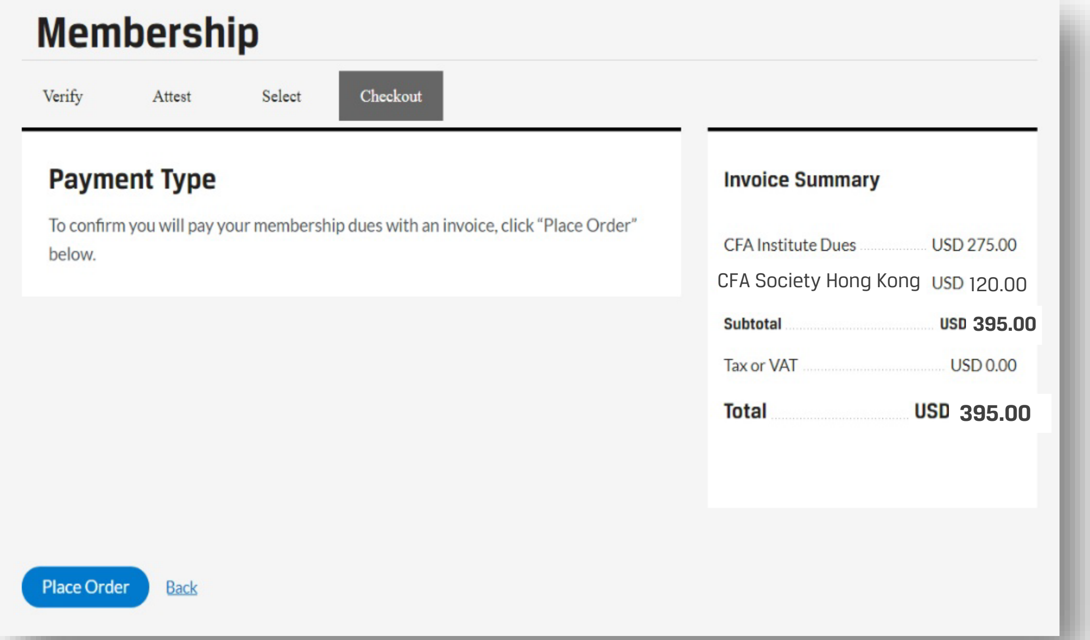


1 CHECKOUT – INVOICE

If they choose to pay by invoice, a list of payment methods is provided.

The system then confirms paying by invoice as the payment type prior to placing the order.





2 CHECKOUT – INVOICE – INVOICE INFORMATION

The system generates the invoice.

Membership

Verify | Attest | Select | **Checkout**

Membership Dues Invoice Information

Order #: SO2801079662

An email with your invoice will be sent shortly. You may also download the invoice below.

Invoice Information:

- Payment instructions are included on the invoice.
- Any payment received that does not equal the invoice amount will not be accepted and will be returned.
- After we receive your payment, allow up to 5 business days for your payment to be processed. When processing is complete, an email confirmation will be sent to you.
- This invoice will expire in 30 days if payment is not received and your membership will not be complete.
- If you no longer wish to pay with this invoice, you can cancel it through the membership area of your account and then follow the steps to complete the online membership process.

What's Next? | Download Invoice PDF

Invoice Summary

CFA Institute Dues	USD 275.00
CFA Society Hong Kong	USD 120.00
Subtotal	**USD 395.00**
Tax or VAT	USD 0.00
Total	**USD 395.00**

- Payment instructions are included on the invoice.
- Payment received must match the amount due; otherwise, payment will be returned.
- It may take up to 5 business days for payment to be processed.
- Invoices expire in 30 days.
- Invoices can be canceled. (See next page.)

CFA Institute

915 East High Street
Charlottesville VA 22902
United States

Lgcybup cfajarquote
477 Madison Ave
CFA Building
New York NY 10022
United States

Invoice Details

Invoice Number:	SO2801031578
Invoice Date:	11 September 2019
Due Date:	11 October 2019

Order Summary

CFA Institute Dues - Year Ending 30 June 2021	USD 275.00
CFA Society Hong Kong Dues- Year Ending 30 June 2021	USD 120.00
Subtotal	USD 395
Tax or VAT	USD 0.00
Total	USD 395

All fees are shown in US Dollars. Once received, it may take up to 5 business days to process your payment. When your payment is processed, a receipt will be emailed to you and your transaction for the current member year will be complete. Note that unpaid invoices will expire from our system after 30 days. We are unable to accept a payment if the invoice is expired.

Payment Detail

Please make checks payable to CFA Institute and include your invoice number.

- ☐ Personal, Corporate, or Bank Check (i.e. Certified Check, Cashier's Check)
- ☐ Money or Postal Order
- ☐ Wire or ACH (instructions below)

Company Name: CFA Institute
Company Account Number: 20000000009919
Bank Name: JPMorgan Chase Bank
Bank Address: 270 Park Avenue, New York, NY 10017

For Wire Transfers: Bank ABA or Routing Number: 021000021
JPMorgan Chase SWIFT Code: CHASUS33 (Recommended instead of the ABA or Routing number for international wire transfers)
For ACH Payments: Bank ABA or Routing Number 028000024

To avoid delays in processing your payment, please have your bank include your invoice number. To pay by phone, call our toll-free number for your country or region.

Contact and Tax Information

Mail or fax this form to:

CFA Institute
PO Box 2082
Charlottesville, VA 22902-2082
USA

Fax: +1(434) 951-5240

Have a Question?

Phone: +1 (434)-951-5499
Email: info@cfainstitute.org
Find a toll free number for your country at cfainstitute.org/en/utility/phone-numbers

Tax Information

W-9 Information
CFA Institute is a Virginia Corporation
USA Fed. I.D. #54-1386480

Canada
GST #R124134602

India
PAN #AAFCC6849P

1 of 1

3 MANAGE YOUR MEMBERSHIP – INVOICE – DOWNLOAD / CANCEL

From the Membership tile, they can download their invoice or cancel their invoice.