



## Step 1: Choose Your Membership Type

1. On the membership selection page, review the available membership types.
2. Select the option labeled **[Membership Type] - Monthly** (e.g., “Associate – Monthly”).
  - o The dues for the selected membership type will be displayed below under “**Dues Selection.**”
3. The “**Purchase Summary**” confirms that the monthly dues and total amount (including administrative fees) are correct.
4. Proceed to checkout.

### Choose a Membership

Associate

Inspector

Certified Inspector  
The highest level of ASHI membership is the ASHI Certified Inspector (ACI). ACI's are fully accredited by the National Commission of Certifying Agencies (NCCA) and are recognized as having the highest standards in the profession. Once this level is reached

Associate - Monthly ←

Inspector - Monthly ←

Certified Inspector - Monthly ←  
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### Dues Selection

Please select one of the following options.

Associate Dues - Monthly \$449.00

[More ▼](#)

### Purchase Summary

Product	Total
Monthly Membership Administrative Fee	\$91.00
Associate Dues - Monthly	\$449.00
<b>Grand Total</b>	<b>\$540.00</b>

## Step 2: Checkout

1. On the **Checkout** page:  
**Review** the membership details to ensure accuracy (e.g., membership duration, dues breakdown).
2. Under the **Payment Type** section:
  - Select **“Pay Later – Scheduled Payment.”**
3. Fill in your **Billing Address** details, including country, street, city, state/province, and zip/postal code.
4. Click the **Configure Payment Schedule** button to set up your payment plan.

# Checkout

Review Your Selection and Pay.

Membership for Lauren Prough

2/1/2025 - 1/31/2026

Non-Renewing \*  
Edit Remove

	Total Price
Monthly Membership Administrative Fee	\$91.00
Associate Dues - Monthly	\$449.00

Payment Type

Pay Now - Saved Payment

Pay Now - New Credit Card

Pay Later - Scheduled Payment

Billing Address

Country

Street

City

State/Province

Zip/Postal Code

Total Details

Grand Total \$540.00

Balance \$540.00

Configure Payment Schedule

## Step 3: Configure the Payment Schedule

Scheduled Payments

**Payment Details**

**Payment Amount**  
\$540.00

**\*Pay**  
In Installments

**\*Start Date**  
Feb 4, 2025

**\*Installation Plan**  
Monthly

Payment methods chosen for any recurring items in this order will be overridden by selecting this installment schedule.

**\*Method**  
Select a stored payment method.  
Complete this field.  
[Add Stored Payment Method](#)

**12 Payments**

Feb 4, 2025	\$45.00
Mar 4, 2025	\$45.00
Apr 4, 2025	\$45.00
May 4, 2025	\$45.00
Jun 4, 2025	\$45.00

**Summary**

Order Total:	\$540.00
Previous Payments:	\$0.00
Other Scheduled Payments:	\$0.00
Scheduled Amount:	\$540.00

[Cancel](#) [Schedule](#)

1. In the “Scheduled Payments” section:
  - o Set the **Start Date** for your payment plan.
  - o Choose the **Installation Plan** option (e.g., “Monthly”).
  - o Ensure the total payment amount is accurate (e.g., \$540.00).
2. Under the **Payment Method** section:
  - o Select an existing saved payment method or add a new one by clicking **Add Stored Payment Method**.
  - o Complete the required payment details if adding a new method.
3. Review the schedule summary to confirm the payment amounts and dates (e.g., \$45.00 monthly installments starting on February 4, 2025).
4. Click the **Schedule** button to finalize the payment setup.

*If you encounter any issues during this process, double-check your information and ensure your payment method is valid. If problems persist, contact ASHI support for assistance.*