

Texas SmartBuy Membership Renewal

Each qualified organization must pay an annual membership fee of \$100. The membership fee is non-refundable and must be paid yearly to keep the membership in good standing.

Active and participating Texas SmartBuy Members can submit payment 60 days prior to their expiration date to renew their Texas SmartBuy Membership. Any organization who lapses in payment, can re-activate their account by submitting the annual membership fee on TxSmartBuy.com. If the organization is expired more than 2 years, a new board resolution and other documents required for eligibility must be submitted before an organization can submit the membership payment online.

***Note: All Assistance Organizations are required to submit a current contract or grant from a state agency to prove state funding. Contract or grant must show beginning and end dates for the current state of Texas fiscal year.**

How to renew membership with credit card

1. Primary or Secondary Contact will sign into TxSmartBuy.com.

Email Address *

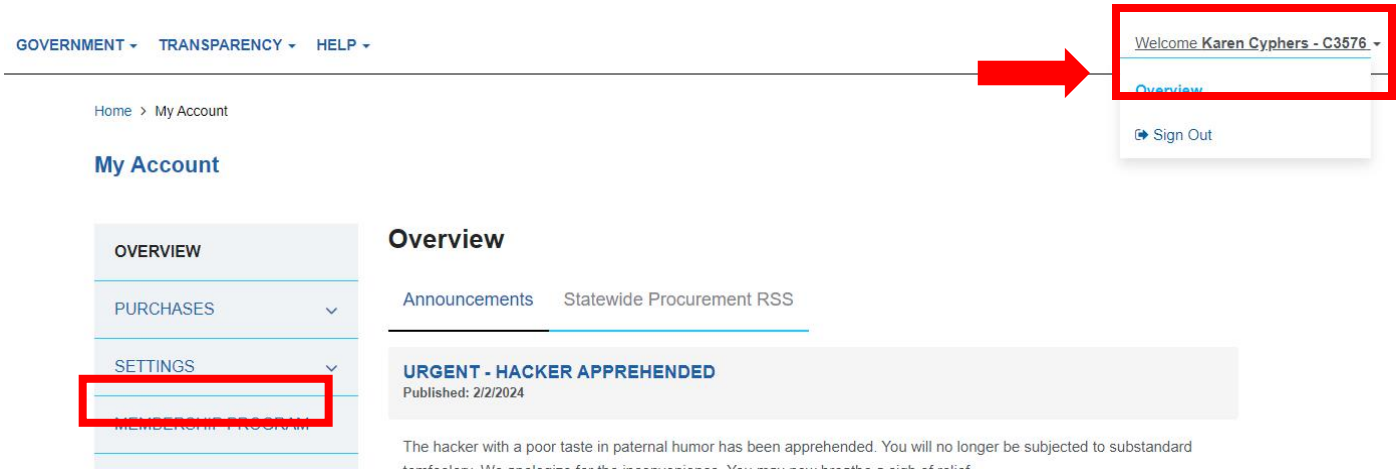
Valid Email is required

Password *

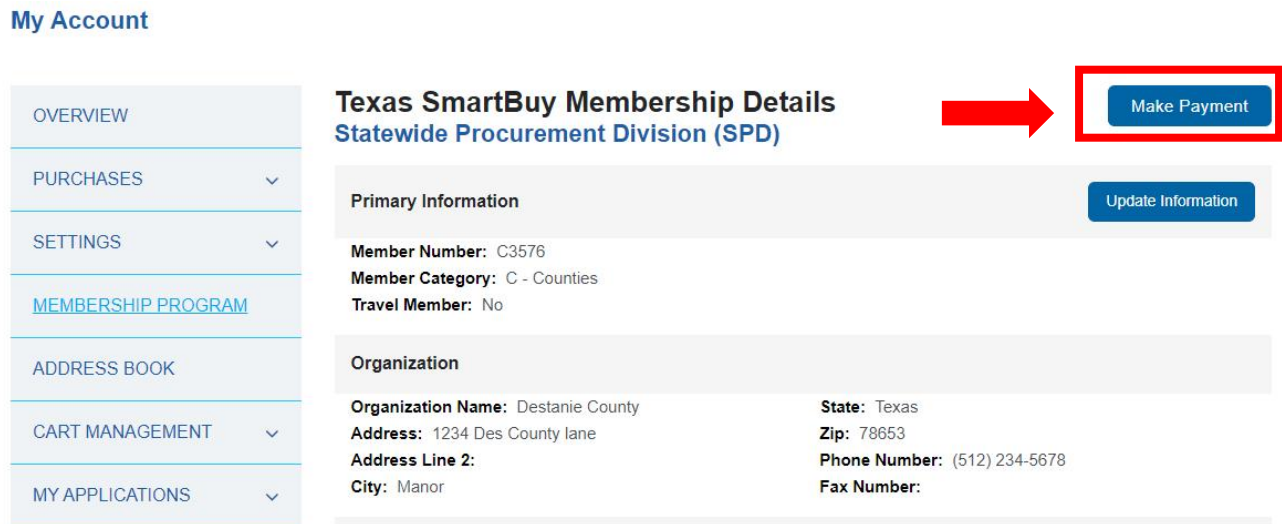
Log In

Forgot password?

- Once logged in, locate the My Account screen. If you have previously signed in, you can get to the My Account screen by clicking on the account name menu link and selecting "Overview". Select the "Membership Program" application within the My Account tab.



- From the Membership Details screen, click "Make Payment".



4. Click the radial button to pay by credit card payment type and then **“Submit”**.

Pay Membership Fee ×

Activate Your Membership Account
The annual membership fee for participation in the Texas SmartBuy Membership program is: \$100.00 - FEE IS NON-REFUNDABLE
Please note by selecting Pay By Credit Card Submit button, you will be directed to the secure credit card processing site to make a credit card payment.

Please select a payment method

Pay By Credit Card

Pay By Mail - Takes 2-3 weeks to process

Submit **Cancel**

5. User will be directed to Snap Pay for a secure credit card payment.
6. Complete all Customer Information required fields [*] and select **“Next”**.

Texas SmartBuy Membership Payment Information

Card Information

Card Number* Expiration Date* CVV*

Card Number MM YY CVV

Billing Address

First Name* Last Name*

Address Line 1* Address Line 2

City* State*
City Select

Zip* Country*
Zip United States of America

Phone Email

Phone Email

* Required fields

Total \$ 100.00

**Payment includes Texas.gov cost recovery fees for the state of Texas.

I am human

Cancel **Submit**

7. Complete all Payment Information required fields [*] and select **“Submit”**.

8. The user will be redirected back to TxSmartbuy.com. Please allow 15 minutes for our system to receive the payment details from NIC. The Membership Information will update with the membership's new expiration date.