



Instructions to Register as an FLA Licensee Affiliate

Thank you for your interest in registering with FLA as a licensee affiliate. More information about the program requirements and benefits can be found [here](#). Please read each section below before registering. If you have any questions, contact Renewals@fairlabor.org.

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Dues

Please note that when registering for the first time, dues are prorated by quarter. Please see the dues calculation below and use [this calculator](#) to forecast your complete annual dues.

Base Dues	\$300
Calculation (This is added to the base dues.)	\$100 per \$1 million in Consolidated Revenue
Maximum	\$8,000

Dues proration for registration:

- If signing up in Q1 (January-March): 100%
- If signing up in Q2 (April-June): 75%
- If signing up in Q3 (July-September): 50%
- If signing up in Q4 (October-December): 25%

After paying registration dues, you will need to renew and pay complete dues every January.

Required Information

*NOTE: The registration process must be completed from start to finish without any pauses. Otherwise, your account will become locked and inaccessible. Therefore, please ensure you have the following numbers and documentation ready before you begin.

1. **Most Recent Annual Consolidated Revenue** (Total annual revenue that your company earned in the latest fiscal year.) Along with the revenue number, licensees are required to upload supporting documentation to substantiate total consolidated revenue. Acceptable documents include an internal income statement, profit and loss statement, annual report, tax return, IRS Form 1120-W for estimated payments, or a letter indicating the company's total consolidated revenue that is signed by the owner,

CEO, or CFO. These supporting documents will be kept confidential by the FLA and will only be referenced to confirm your annual FLA dues.

2. **Most Recent Annual Collegiate¹ Revenue** (Total annual revenue that your company earned from the sales of goods that contain collegiate logos or trademarks in the most recent fiscal year.)
3. **Current Number of Collegiate Factories** (Total current number of finished goods factories that produce your collegiate products, and any decorators/embellishers involved in the application of collegiate marks or logos)
4. **Is your company a promotional products distributor, supplier, or neither?**
5. Licensees are asked to upload their FLA-aligned Code of Conduct, which is a required element of the FLA Collegiate Licensee program. If your Code of Conduct is on your website and you do not have a PDF or Word document version, please prepare to upload a screenshot or a document that contains the link to your website. If your company has not yet adopted a supply chain Code of Conduct, you may skip this field during registration and use the remainder of the calendar year to prepare your code for upload during the following year's licensee affiliate renewal process. Consult our [guidance on codes of conduct for licensees](#) to learn more.

Registration Instructions

1. [Follow this link](#) to access the Collegiate Licensee Registration page. If you find yourself on the [homepage of MyFLA](#), you can also access the Registration page by clicking "Login/Sign Up" and then "Collegiate Licensee Registration." Once navigated to the registration page, follow these instructions:
2. Create your username and password.
3. You will then be directed to a page where you'll need to provide personal information. You'll need to click "employee" here.
4. Next, you'll be directed to a page where you'll provide company information:
 - a. Select Register as a [Collegiate Licensee Affiliate](#).
 - b. **When prompted to select your "Org Type", select Collegiate Licensee.**
 - c. Answer all the other required questions on this page. Do not enter 0 or any negative numbers. If the answer to any of the numeric questions is 0, enter 1.
 - d. In the Communications Preferences area, be sure to agree to receive at least "Program Emails" and "Fair Labor Brief." You may later opt out of Fair Labor Brief, but it is required to receive program emails.
5. Once you save this information, a pop-up will appear. **Wait until the pop-up provides the option to click "Purchase Organization Membership."**
6. You will follow the prompts to pay for your affiliation dues.
7. If you pay by credit card or ACH, you will be able to access the registration certificate immediately. If you pay by check or wire, you will be able to access the registration certificate once the FLA receives your payment.

Download Registration Certificate

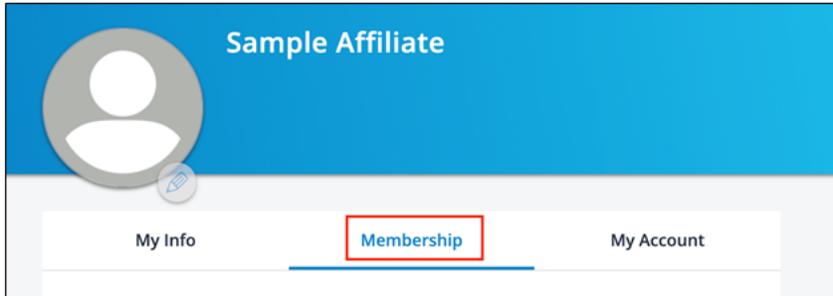
You can then download your Registration Certificate by following the steps below or [watching this video tutorial](#). Registration certificates may be required by licensors or other stakeholders to prove current FLA affiliation.

1. Once you have renewed, in order to download your registration certificate, click on the silhouette icon, your company name, and My Profile.

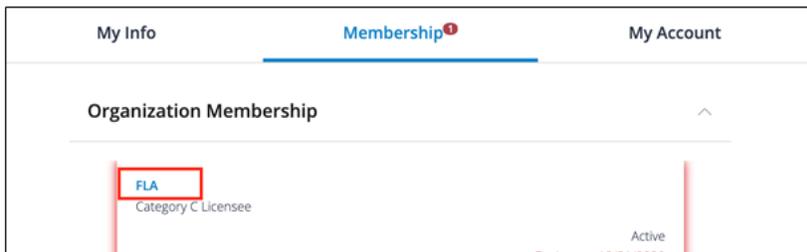
¹ If you are a licensee of the US Marine Corps, please replace "Collegiate" with "US Marine Corps" in all FLA instructions.



2. Then, click on “Membership.”



3. Then click “FLA.”



4. Then scroll down to “Membership Tasks” and click “Download My Membership Card.”



If the Registration Certificate says that your renewal/registration is incomplete, or if the expiration date is in the past, then your payment has not been processed.

If you have any questions, contact Renewals@fairlabor.org.