



Instructions to Renew FLA Licensee Membership & Download Registration Certificate

Video Tutorials:

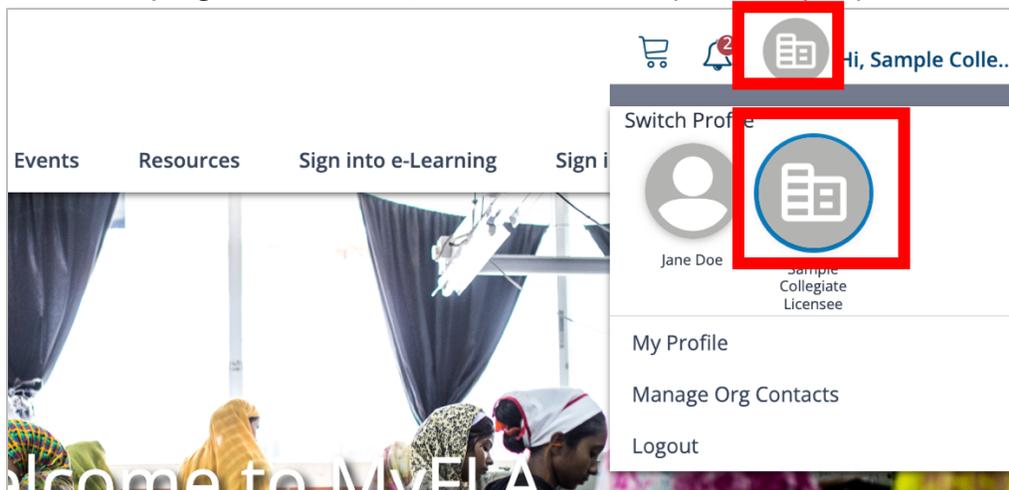


- [How to Renew](#)
- [How to Download Registration Certificate](#)

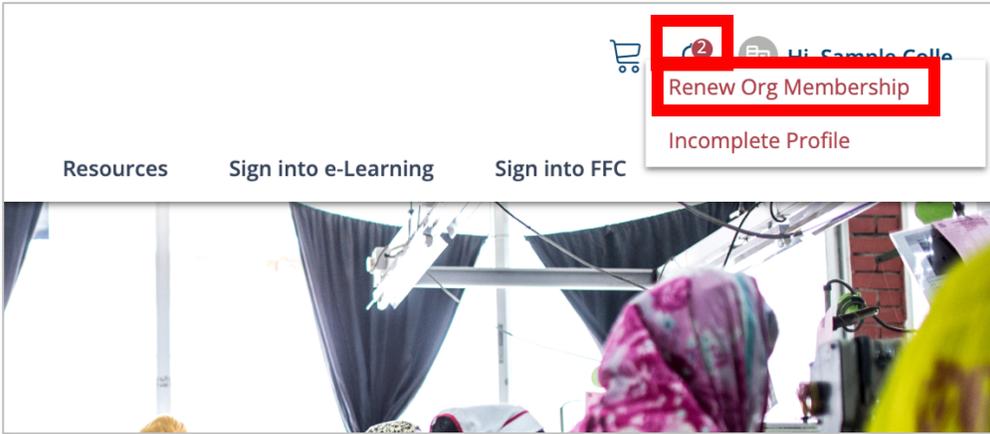


Step by Step Instructions:

1. Sign into MyFLA by clicking on or pasting the following link into your browser (<https://fla.users.membersuite.com/auth/portal-login>). If it is your first time signing in or if you forgot your password, then click “forgot your password?” Enter your work email address as your username and click “reset my password.” Contact platformadmin@fairlabor.org with any questions about signing in.
2. When presented with the option to select a profile, click on the Company profile, not your individual profile. You can also select the company profile by clicking on the grey icon in the top righthand corner, and then click on your company name.



3. Then click on the notification bell with the “2.” Next, click “Renew Org Membership.” (Don’t worry about the “Incomplete Profile” notification.)



4. Next, answer all the questions asked and click “update.” Please note:
 - a. For the Promotional Products question, please reference this definition: A Promotional Product is a product branded with a logo to promote a brand/entity and is often distributed at little to no cost.
 - b. Do not enter “0” for any question. If the answer is 0, then enter 1.
 - c. Do not enter any characters including periods, commas, or dollar signs (whole numbers only).

A screenshot of a web form for updating user information. The form contains several sections with text prompts and input fields. The first section asks for the most recent consolidated annual revenues in US dollars, with a note to round up to the nearest dollar and use only whole numbers. Below this is a text input field. The second section asks to upload a document with proof of the company's consolidated revenue, with a list of acceptable documents. It includes a 'Choose File' button and an 'Upload Files' section. The third section asks for the amount of annual revenue derived from collegiate licensing/USMC business in US dollars, with a note to enter '1' if no revenue has been generated. Below this is another text input field. The fourth section asks for the total number of finished goods factories or suppliers used for collegiate or USMC production, with a note to include facilities that apply collegiate/USMC marks or logos. Below this is a third text input field. The fifth section asks to select which of the following options best describes the company: 'Promotional Product Distributor' (selected with a radio button), 'Promotional Product Supplier', or 'Does not work with Promotional Products'. The sixth section asks to upload the company's supply chain code of conduct, with a note that it is a requirement for all FLA Licensee affiliates. It includes a 'Choose File' button and an 'Upload Files' section. At the bottom of the form, there is a checkbox for 'I agree' and two buttons: 'Update' and 'Cancel'.

- d. Starting with the 2025 renewal process, licensees will be asked to upload their FLA-aligned code of conduct. This pre-existing requirement is outlined in the Licensee Program Toolkit. If your company has not yet adopted a supply chain code of conduct, or you have a code but are unsure if it aligns with FLA’s Fair Labor Code, check out our [guidance on codes of conduct for licensees](#). If your Code of Conduct is on your website and you do not have a PDF or Word document version, please upload a screenshot of your Code or a document that contains the link.
5. Next your licensee dues will be calculated. Select the affiliation type (Licensee) and click “Next.”

The dues calculation is as follows. You may [download an excel calculator](#) to forecast your dues.

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

If you believe that you made a mistake in inputting the numbers and need to recalculate your dues, you'll need to go back to the home page of MyFLA, [refresh your browser](#) and then click on "Renew Org Membership" again to enter the correct number. If the dues are not updating correctly, contact Renewals@fairlabor.org

6. Then click "Add to Cart" and then "Checkout." Take the following steps to pay.

NOTE: If you pay by credit card or ACH, then your registration certificate can be downloaded immediately by taking the steps in the section below. **If you pay by wire or check (instructions below), it will be available only once FLA receives the payment. Delays may occur with this method, particularly when checks are sent by mail.**

To pay by credit card or ACH: click "New Payment Method". Enter your credit card information or click "add bank account" for ACH. Update or select your billing address, and then click "checkout."

Checkout 

Please enter a billing address to complete your payment.

Payment method:

New Payment Method
- Add a new credit or debit card

Credit Card Number* 

Name on Card*

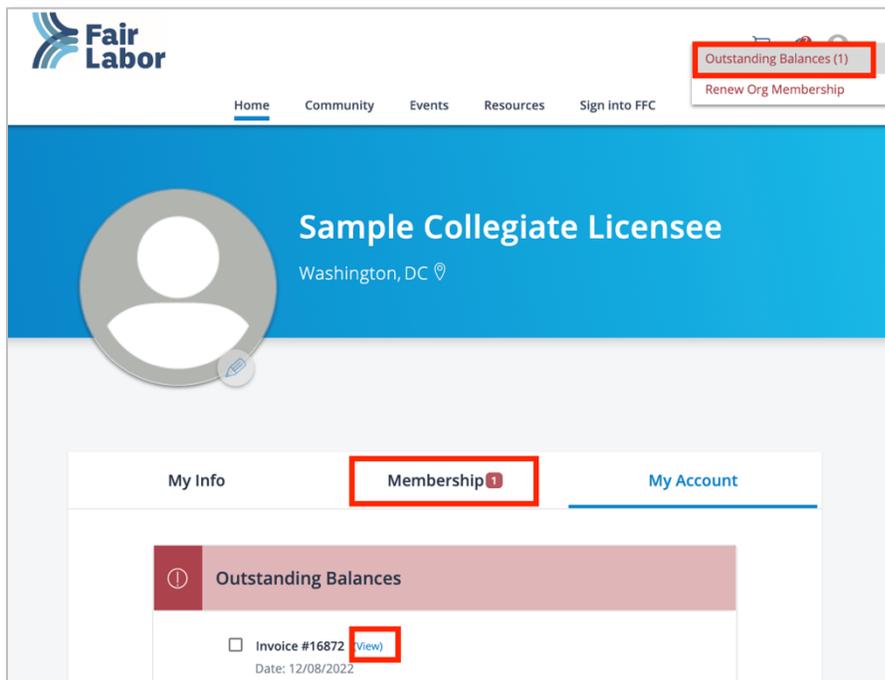
Exp. Month* Exp. Year*

Sec Code* 

[+ Add bank account](#)

Pay Later

If you can only pay by check or bank transfer, then click “New Payment Method”, update or select your address, and then “Checkout”. Then go to the homepage of MyFLA. At that point, there will be two notifications in the top right. Click on the first notification for “Outstanding Balances”. Then your invoice will appear, and you’ll need to click on “View” to the right of the invoice number. The invoice will contain instructions to pay by check or wire.



Fair Labor

Home Community Events Resources Sign into FFC

Outstanding Balances (1)
Renew Org Membership

Sample Collegiate Licensee
Washington, DC

My Info **Membership** My Account

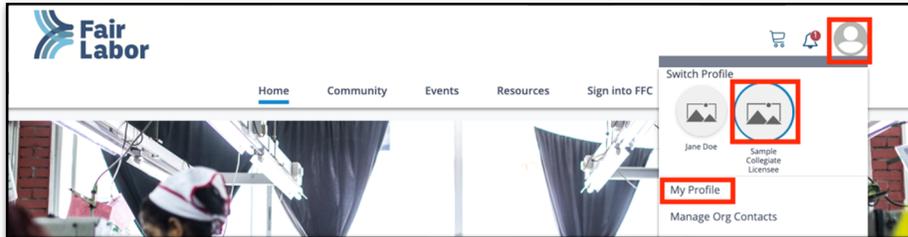
Outstanding Balances

Invoice #16872 [View](#)
Date: 12/08/2022

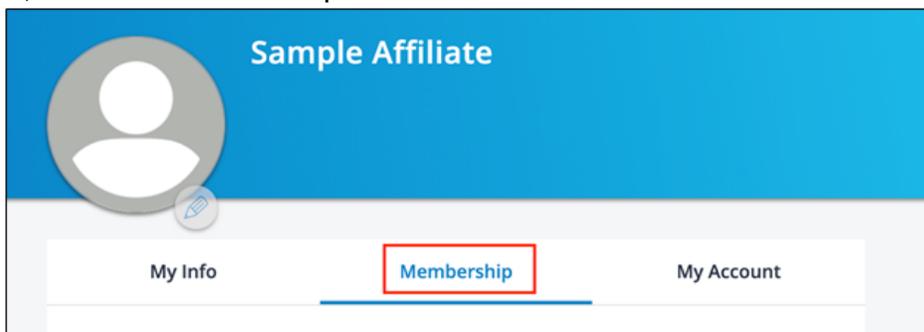
Download Registration Certificate

Registration certificates may be required by licensors or other stakeholders to prove current FLA affiliation.

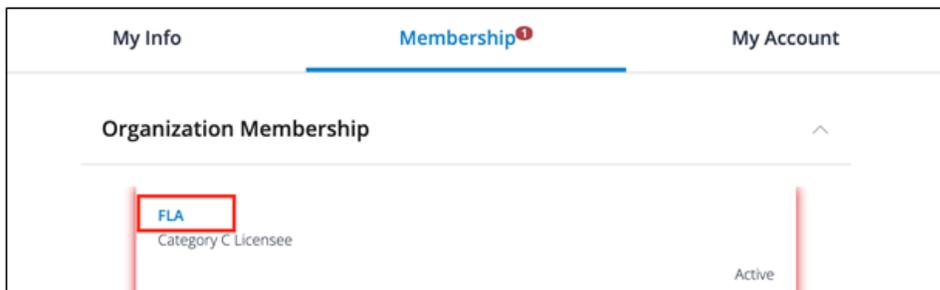
1. Once you have renewed, download your registration certificate by clicking on the silhouette icon, your company name, and My Profile.



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.