



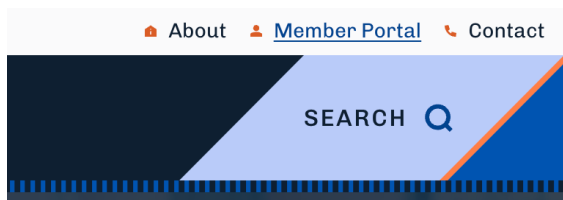
Renewal Information

We look forward to continuing to serve you and your staff through NAPEO membership in 2026. To avoid disruption in your member services, please complete your membership renewal and submit your membership dues to NAPEO before December 23.

You are listed in our records as the primary membership or billing contact for your company. As such, only you have the rights to renew your company's NAPEO membership online.

If you require assistance logging in, please contact Maggie Freedy, mfreedy@napeo.org.

1. To renew your membership, first login to your account at napeo.org, then click [Member Portal](#).



You should see your organization's name directly under [My Profile](#). (If you do not, you will see it toward the bottom of the section. Then click on the hyperlink for your organization to enter your organization profile.)

2. Under [My Membership](#) as shown below, click [View PEO Membership](#).



3. On the next screen, click *Renew Membership*, found under *Tasks*.
 - a. Be sure to have a copy of your 3rd quarter 2025 941 statement and numbers of employees and clients by state ready to upload. If you have multiple 941 statements, please combine into a single PDF file to upload, or email to Cass Likouris at clikouris@napeo.org.
4. You will then be taken to a page titled *Join/Renew Membership – Calculate Your Dues*.
 - a. Complete the required information marked with a * on this page. Then continue through the remaining pages to complete your membership renewal.
5. On the final screen, confirm your order is correct and click *Place Order*. You will then receive confirmation of your membership renewal via email.
6. After you place your order, you will be taken to the following screens:

PLEASE REVIEW AND COMPLETE THE DATA REQUIRED

- Employees by State
- Clients by State
- Manage Your Organization Contacts. Be sure to disconnect former employees or add new employees who should have access to member resources.
- Manage Your Company’s “Find a PEO” online listing where you can verify, and update fields as needed. Be sure to add your company logo and up to 80 words explaining your unique value proposition.
- Finally, select the states in which you wish to be listed in the directory. Select only states in which you are currently accepting new business and are in compliance with all licensing and registration requirements (if applicable).

Your membership is important to us, and we look forward to working with you in 2026 to grow this industry. Thank you for renewing your membership!