

AIA Membership Dues Auto-renewal Program FAQs

Who is eligible to enroll in the Membership Dues Auto-renewal Program?

Auto-renewal is open to new, renewing, and rejoining members.

How does a member enroll in auto-renewal?

Members can enroll in the online join or renewal application at aia.org/join or aia.org/renew by selecting the checkbox on the renew page. Phone enrollment is not currently available.

Will members receive confirmation of enrollment?

Yes. After a member enrolls in auto-renewal, they will receive an email notification confirming their enrollment which includes a link to the program [Terms & Conditions](#).

Are members notified before they are charged?

Yes. Members will be notified 30 days and again 7 days before the auto-renewal payment is scheduled to be charged.

How does a member cancel enrollment in auto-renewal?

Members can cancel enrollment immediately by logging in to My Account at me.aia.org, selecting Membership, and selecting Cancel under “Manage My Autorenewal”, or they may cancel by contacting the Member Support Center. Members will receive an automatic email notification confirming the cancellation of auto-renewal enrollment.

How does a member update the credit card on file for my autorenewal enrollment?

Members must contact the Member Support Center to update the credit card on file. Online management of payment information is not currently available.

When will members be charged?

Members will enroll in auto-renewal for the 2025 renewal year during the online join or online renewal process for 2024. The scheduled debit date is December 1, 2024.

Will contributions to ArchiPAC be included in auto-renewal?

No. Contributions to the ArchiPAC program are not enrolled in auto-renewal. Renewing members can make a one-time contribution for the current year while enrolling in autorenewal, however, contributions are not permitted. Architect members that belong to chapters that participate in the precheck program (AIA Oregon, AIA Oklahoma, AIA, South Carolina) will not see the option for autorenewal enrollment.

Will supplemental dues be included in auto-renewal?

No. Supplemental dues will not be included in the first iteration of auto-renewal. Renewing Architect members who belong to chapters that charge supplemental dues will not see the option for autorenewal enrollment.

Will chapter assessments or donations be included in auto-renewal?

No. Mandatory or voluntary assessments and optional contributions at the local and/or state level will not see the option for auto-renewal enrollment.

For the 2024 renewal year, renewing architect members assigned to AIA San Francisco will be excluded due to the mandatory assessment for their Center for Architecture. All renewing architect, associate, and international associate members assigned to AIA Orlando will be excluded from autorenewal due to the optional contribution to the Orlando Foundation.

What is the process if the credit card on file declines?

Members will receive an email notification if the card on file declines. Members with declined payments should contact the Member Support Center to update the payment method on file. The updated card provided will be charged for the missed debit.

If an updated payment method is not provided the membership is subject to lapsing and termination at which time the member will be removed from the program and must re-enroll in autorenewal after the membership is active.

What happens if a member transfers chapters or changes their membership type?

Changes to membership categories and/or chapter assignments submitted before August 31 will be reflected on the 2025 renewal invoice. Changes submitted after that date are not guaranteed to be reflected on the renewal invoice and therefore may not be reflected in the total amount charged for auto-renewal.