NYLA MEMBERSHIP DATABASE GUIDE

Welcome to the NYLA Website and Member Database!

Our database launched in January 2024. We strongly recommend users review the information provided in this guide to familiarize themselves with features of our database, new process and procedures, etc. Questions or assistance requests can be emailed to membership@nyla.org

Guide Navigation Menu

Use the buttons below to navigate guide information.

Website Homepage	My Profile	CE Tracker	Personal vs. Organizational Member Join Form
Website Menus	Invoices	Adding CE Hours	Adding Key Contacts and Organizational Members
Main Menu	My Organization	Member Search	Renewing Your NYLA Membership
Quick Link Menu	My Organization - Key Contact	Forms Center	Renewal Form
User Profile Menu	Forms I've Taken	Digital Membership Card	Join/Renewal Form Donations Page
Member Profile Menu	Email History	Unit Join Form	Join/Renewal Form Payment Page
Profile Login Credentials	Settings	JOBLine	Reminders
Member Profile	My Features	Joining NYLA	

The NYLA Homepage

NEW YORK LIBRARY ASSOCIATION
Voice of the Library Community

Main Menu

Home   About   Membership   Our Units   Advocacy   Continuing Education   Events   Resources

Join Now

Join Form

Search Bar with Member Login/Logout and Join Buttons

Member Logout   Search our site...   Search

SAVE THE DATE
#NYLA2024 Annual Conference & Trade Show
Syracuse | November 6th - 9th

Slider images with current NYLA Events and Information

Quick Links Menu

...ne To The New York Library Association

Quick Links

Continuing Education Information

Join NYLA today!

JOBLine

Make a Donation

The Benefits of Membership

Advocacy

Calendar of Events

Upcoming Events

Thu Feb 1, 2024
Annual Budget Form is Due to the office
Category: Office Announcements

Tue Feb 6, 2024
Pre-Advocacy Day
Category: Advocacy

Wed Feb 7, 2024
Library Advocacy Day
Category: Advocacy

Fri Apr 19, 2024
2024 YSS Spring Conference

View Full Calendar

2024 Legislative Session

...munity

Con...

...e joining a community of
...ary friends, and students
...any ways for members to
...ur NYLA Units and more!

NYLA offers programs designed to meet the changing needs of its members. From webinars to our professional development programs and our Annual Conference, we cover a wide variety of timely topics and offer continuing education credit.
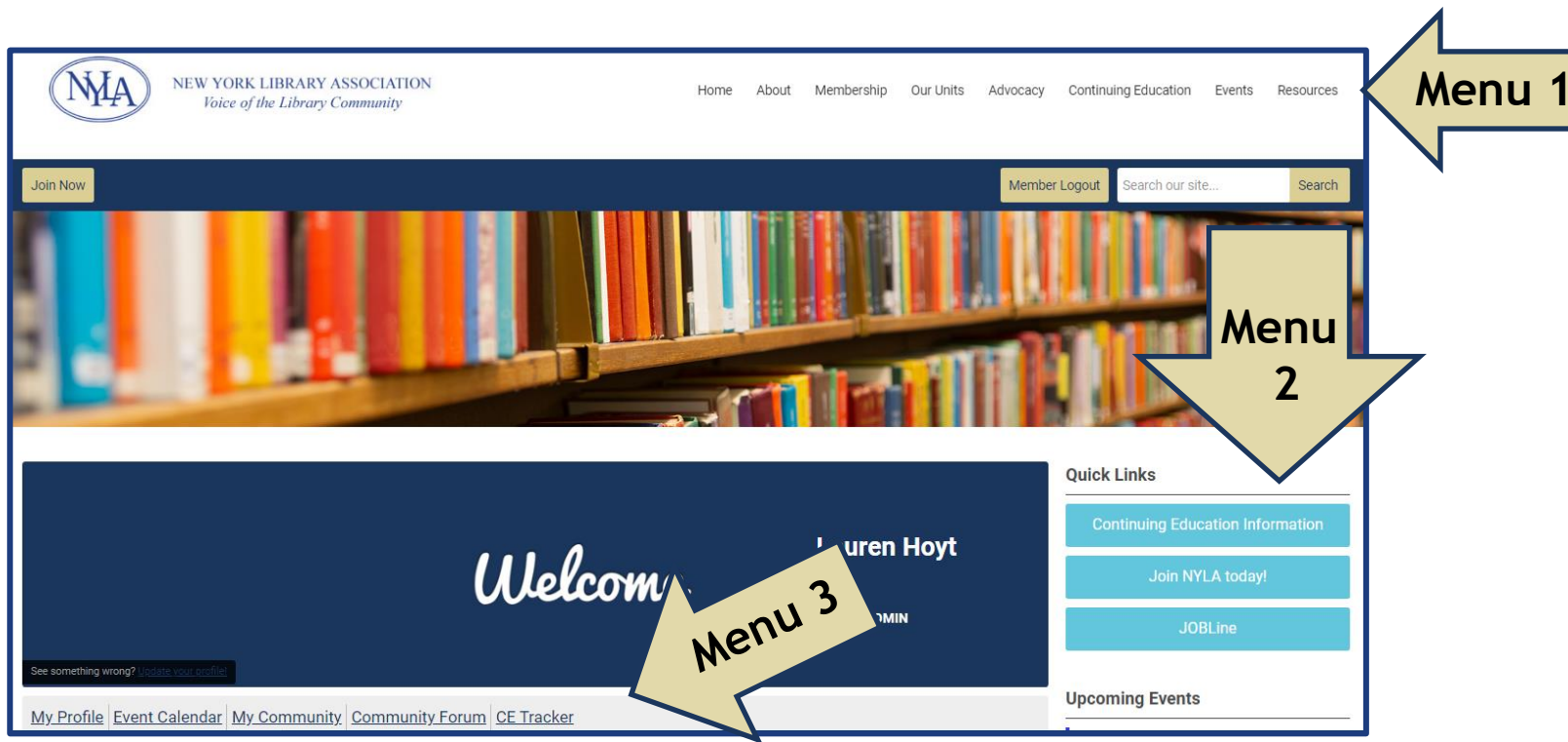
Annual Conference

Webinars

Library Skills Academy

Developing Leaders Program

Roundtables

Instagram Feed

nyla_1890
New York Library Association
1,748 followers • 140 posts

View full profile on Instagram

The NYLA Homepage

The homepage includes:

BACK TO MENU

The new NYLA website has three (3) new important menus.

1.) **The Main Menu** – This menu is at that top of your screen and will be available on each page of the website. It houses all information pages for the entire website.

2.) **The Quick Links Menu** – This menu will be on the right-hand side of the screen and available on most pages of the website. This menu houses any FAQs, forms, registrations, etc. that the organization wants members to have quick access to. This menu will be updated according to the organization's annual calendar.

3.) **The User Profile Menu** – This menu will display on the user welcome page when logged into a NYLA profile. It will be listed at the bottom the Welcome banner and contain all information users have available to them within their profile. Members who have an active membership will have more member features in this menu.

Website Menus

BACK TO MENU

Home
This wording will bring you back to the homepage

ABOUT

- Council Members and Council Meeting Information
- Office Staff
- Committees
- Partnerships
- Awards
- Bylaws
- Code of Conduct
- NYLA Policies
- NYLA Statements
- Donations

MEMBERSHIP

- Membership Categories
- Membership Renewal FAQs
- Membership Benefits
- Volunteer Opportunities
- Forms and Guide Center

OUR UNITS

- Sections
- Roundtables

ADVOCACY

- Current Legislative Initiatives
- Legislative Priorities Archives
- Become an Advocate
- Contact NYS Elected Officials
- Contact Federal Officials
- Advocacy Day
- Spring on the Hill

CONTINUING EDUCATION

- Continuing Education Credit
- Library Skills Academy
- Developing Leaders Program
- Webinars

EVENTS

- Annual Conference and Conference Information Pages
- Conference Archives
- Tradeshow

RESOURCES

- JobLine
- Library and Information Science Schools
- NYLA Voice
- Library Use Value Calculator Widget

The **Main Menu** on the website houses all website information. The menu currently consists of the following pages in its drop down.

Please note we are still in the process of updating website information. Further instructions for requesting website edits for unit/partner information will be forthcoming.

BACK TO MENU

The *Quick Links Menu* on the website houses all current forms and information that the organization feels members should have at their fingertips.

It often will consist of any open registration forms for upcoming events or webinars, the Join form for potential members, the Renewal form (during open registration) and much more! We also will house information we want members to be aware of such as new FAQs for the website, process and procedure updates, etc.

Two constants that you will always see in this menu are the Donations forms and access to our new automated JOBLine.

Quick Links

Continuing Education Information

Become a Member

Make a Donation

JOBLine

Become A Library Advocate!

BACK TO MENU

The *User Profile Menu* is the menu of clickable links available upon logging into a profile just beneath the welcome banner (see arrow below). Every user within the new system will establish a **PROFILE**. This is your individual account where all contact, demographic and member information is stored. All users establish a profile in the system when they complete a form for the first time and enter profile credential information. User profiles will have a limited number of links and content available within their profile.

NEW YORK LIBRARY ASSOCIATION
Voice of the Library Community

Home   About   Membership   Our Units   Advocacy   Continuing Education   Events   Resources

Join Now   Member Logout   [Search our site...]   Search

Welcome   **Lauren Hoyt**

ADMIN

See something wrong? Update your profile!

My Profile | Event Calendar

Quick Links

Continuing Education Information

Join NYLA today!

JOBLine

Make a Donation

BACK TO MENU

Once a user profile completes a membership form and payment is processed, that profile becomes a member profile. The previous user member menu will expand to and become the *Member Profile Menu* will include all features and links available for members of the organization (see arrow below).

BACK TO MENU

Unlike our previous database, login credentials for a user profile are chosen by the user. Upon logging into any form for the first time, a user will provide an email address (**Username, arrow 1**) and a password (**arrow 2**) of their choice.

__We strongly recommend using a personal email address for your profile as employment emails often change when employment changes.__ Users will have a space in their profile to add a work email if they would like.

Usernames can be retrieved from any login page (**arrow 3**) or updated within a user profile while passwords can only be reset from a login page (**arrow 4**). Users can also update their username and password by contacting the office by email.

Users can check the keep me logged in box (**arrow 5**) to maintain access to their profile upon navigating away from it, however we also encourage saving your login credentials to your browser or somewhere safe.

![icon] Member Profile

Once a member logs in, they will be directed to the welcome page of their *Member Profile*.

The new member profile will allow members far more flexibility with their account features. ***Moving forward members will be responsible for maintaining their profile information. We encourage using the annual renewal period to make sure all contact and demographic information is up to date in your profile.***

From their profile, members will be able to:

- **View and Edit all Account Information**
- **View and Pay Invoices**
- **View the Calendar**
- **View and Edit their new CE Tracker**
- **Search the Member Directory**
- **Access the Forms Center**
- **Access JOBLine**
- **and much more**!

Please note menus are subject to change as new features are still being enabled

One of the most important menu items in your account will be the *MY PROFILE* page.

This page will allow members to customize the majority of their profile information and much more. Users may have limited access to what features are available.

The main page of the **PROFILE** will display:

Member Information and Photo – Members will be able to upload a photo of themselves using the edit tool in the lower right-hand corner of the photo screen (**arrow 1**). The **Join Date**, **Last Renewal Date** and **Expiration Date** are all included beneath each member's name and picture (**arrow 2**).

Current Balance/Member Status Box/View Invoices– This box displays in the upper right-hand corner of the profile screen and displays the current balance of the account and the membership status of the account. All account invoices can be viewed by clicking on the dark blue view invoices button. Just beneath this box is where members can change their password. The next screen will allow users to enter an email where a reset link will be sent (**arrow 3**).

About Me/ Profile Attributes – This section of the profile displays all member, contact and demographic information available in the account. This includes Member Number, Member Type, Name, Email (Personal and Work), Address (Home and Work), Phone (Home and Work), Title, Library Type, Library System, Pronouns, Library Function, Birthdate, Certification and Certification Number, etc. (**arrow 4**). ***Most fields are completely customizable*** by clicking on the EDIT PROFILE button on the right-hand side of the screen (**arrow 5**).

BACK TO MENU

The **_My Invoices_** section of a profile can allow users to view, pay, download any invoice made in the system. *Please note this page displays all invoices for the profile. Organizational membership Key Contacts looking for organization or included member invoices, must go into the My Organization page to find those invoices.*

The Invoices page will display a list of what has been paid or is open for payment in each profile. Using the three (3) dots on the right-hand side of each listing, members can view that specific invoice (**arrow 1**).

Each invoice will provide a download button in the upper right-hand corner (**arrow 2**) for and a payment menu down at the bottom for outstanding invoices (**arrow 3**).

Please note moving forward each member is responsible for all open invoices within their account. While we understand many times billing is completed by organizations, it is the member that must make sure the organization has what is required for payment to be completed. The office is here to support when necessary.

BACK TO MENU

My Organization

The **_My Organization_** page of a profile allows organizational members to review the organizational membership information that their membership is linked to.

This page provides organizational members the:

- Organizational Membership Type
- Name of the Organization
- Library Type *(If included by the Key Contact)*
- Website (If included by the Key Contact)
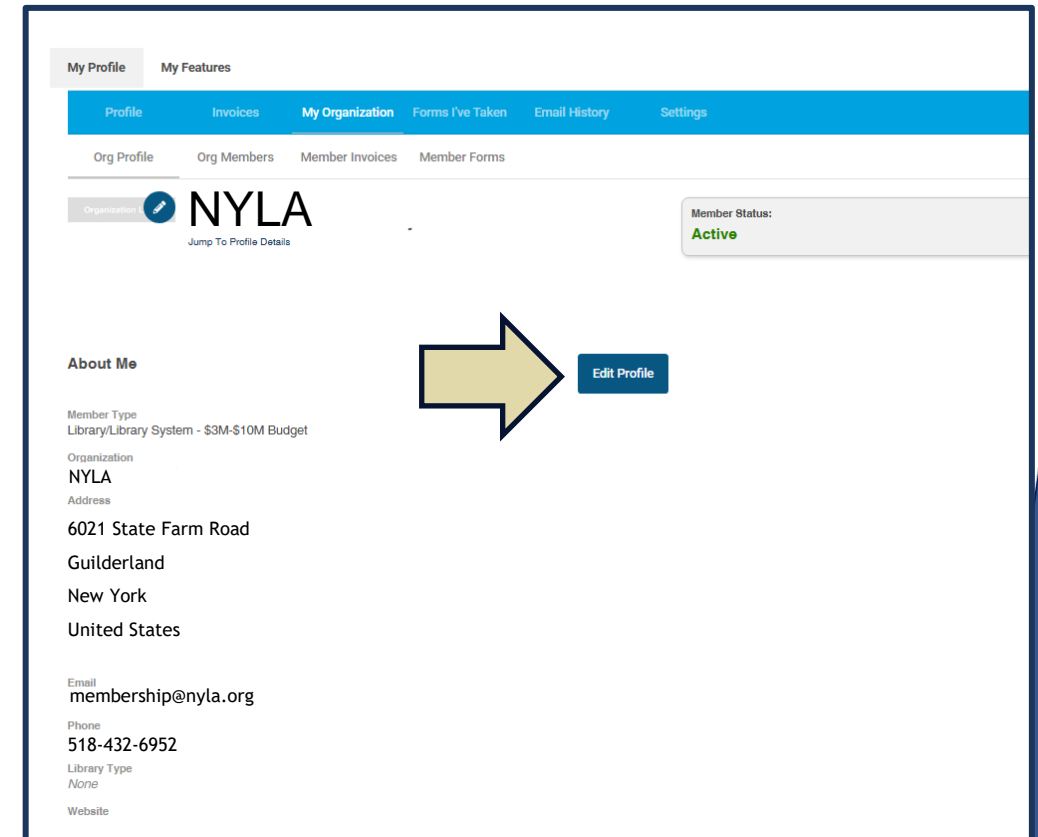- Library System (If included by the Key Contact)

The **_My Organization_** page of the designated Key Contact of an organizational membership provides all organization membership information. Reminder, our system does not provide a separate profile for this information. It lives within the current Key Contact's member profile.

This page provides each Key Contact :

- **Org Profile** – This page lists all contact and demographic information for the organization. Key Contacts can edit this information using the blue EDIT button provided (see arrow)

- **Org Members** – This page lists all included members of the organizational membership. Key Contacts can click on each name listed to review the profile of each member. Key Contacts can also assign a new Key Contact for their membership. _Please note Key Contacts cannot:_
    1. _Add members from this section. Key Contacts can only add members in a form (join/renewal). To add members outside of a form, Key Contacts should email the office the name, email and included section of each addition._

    1. _Edit an included member's profile. Profile information is the responsibility of each member._

- **_Member Invoice_** – This page allows Key Contacts to view, download, print, or pay any invoice made by an included member.

- **_Member Forms_** – This page allows Key Contacts to view any forms submitted by their included members

My Profile   My Features

Profile   Invoices   **My Organization**   Forms I've Taken   Email History   Settings

Org Profile   Org Members   Member Invoices   Member Forms

Organization   NYLA
Jump To Profile Details

Member Status:
Active

About Me

Member Type
Library/Library System - $3M-$10M Budget

Organization
NYLA

Address
6021 State Farm Road
Guilderland
New York
United States

Email
membership@nyla.org

Phone
518-432-6952

Library Type
None

Website

Edit Profile

BACK TO MENU

The **_Forms I've Taken_** page provides all forms submitted by the profile in the system.

Once on this page, a list of all forms (registrations, proposal submissions, renewals, etc.) will display. Using the three (3) dots on the right-hand side of each listing, members can view that specific submission (**arrow**).

Each form submission will display the date the form was taken, and all fields completed.

Please note this feature does not allow submitters to edit the submission form. If there are any issues with a submission, email the office at membership@nyla.org and the form can be updated on the backend.

The *__Email History__* page displays all communication records from the organization and forms to each member profile.

On this page members can see:

- The subject of the communication,
- Who sent the communication
- Status of the communication (if it has been opened),
- The date the communication was sent
- View the communication itself (**arrow**).

Please note organizational membership communications do not display in this area for Key Contacts. This feature only displays communications sent to the Key Contact's member profile. If organizational members have an alternate email listed as their contact email within their organizational information, renewal reminders, invoices, etc. will only go to the email address that is listed.

Settings

The **_Settings_** page allows members to change their member password as well as customize contact settings for their member profile.

This includes:

Contact Preferences - Control which type of communication the member receives from

- **Mailing Lists** - Newsletters, announcements and updates from this organization.

- **Forum Subscriptions** – We currently do not have this feature enabled.

Member can also **Global Unsubscribe** on this page.

Clicking the Unsubscribe button (**arrow**) will stop all emails that are not form confirmations and renewal notices, regardless of settings. Please note members who are not receiving communications can review this page to confirm they have not been unsubscribed to communications from the system.

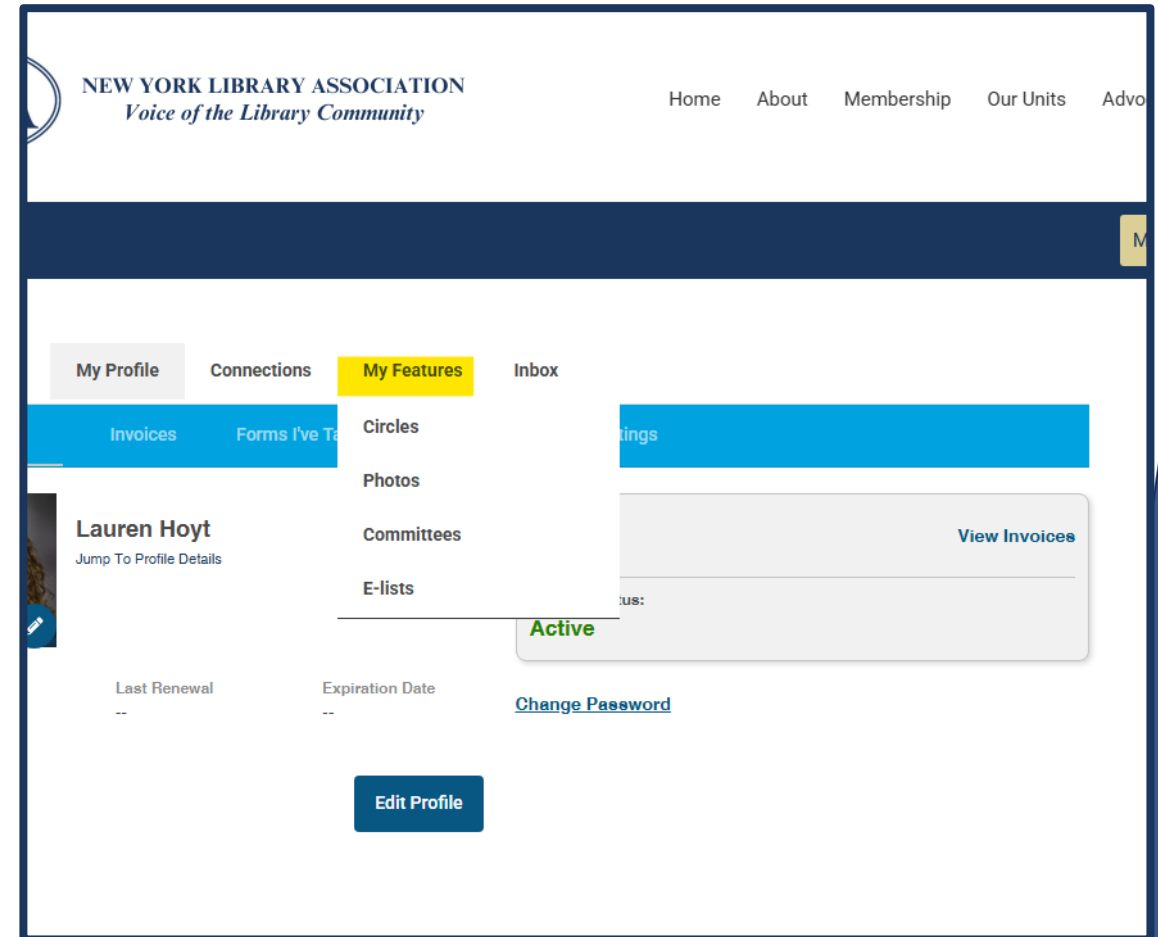The *My Features* drop down contains:

My Committees – Members who are part of a Committee will have all committees listed on this page. Each committee will include a message portal, a list of member on the committee and a file folder with upload materials.

E-Lists - We are currently not using this feature of the website. More information will be provided if enabled.

Please note more features may be provided in this area as we enable them in the system. Updates will be provided to membership through communications and the website.

NEW YORK LIBRARY ASSOCIATION
Voice of the Library Community

Home   About   Membership   Our Units   Advo

My Profile   Connections   My Features   Inbox

Invoices   Forms I've Ta...   ...ings

Circles

Photos

Committees

E-lists

Lauren Hoyt
Jump To Profile Details

View Invoices

...us:
Active

Last Renewal   Expiration Date
--   --

Change Password

Edit Profile

CE Tracker

The **CE Tracker** provides members the ability to track and archive Continuing Education Credit hours in their profile.

Moving forward all NYLA credit provided (CE and CTLE) will be populated in this section. Members will also receive an email confirmation of credit being added to their profile with certificate attached.

Once on the main page of the tracker members can:

- Add Credit Manually (**arrow 1**)

- Review current hours total in their account (**arrow 2**)
  (Please note credit that is for more then type of CE will show up for each type of credit. For example, a webinar that get NYLA CE and CTLE for 2 credit hours will provide a listing for 2 NYLA Credit Hours and 2 NYLA CTLE Credit Hours. Members should use the filter functions to see how much of each type of credit hours their account has.)

- Sort credit listings (**arrow 3**)

- Filter Credit listings (**arrow 4**)

- Filter by CE Type (**arrow 5**)

To *Add CE hours to the CE Tracker*, click on the "**ADD CREDIT**" button in the upper right-hand side of your tracker page. A pop-up screen to add all credit information will appear.

Please Note: The only required information for each credit addition is denoted by an asterisk. This includes Event/Session Name (**arrow 1**) and Date Range (**arrow 2**). All other information fields listed are optional. Members who have added credit and wish to update/change any information listed must contact the NYLA office at **events@nyla.org**.
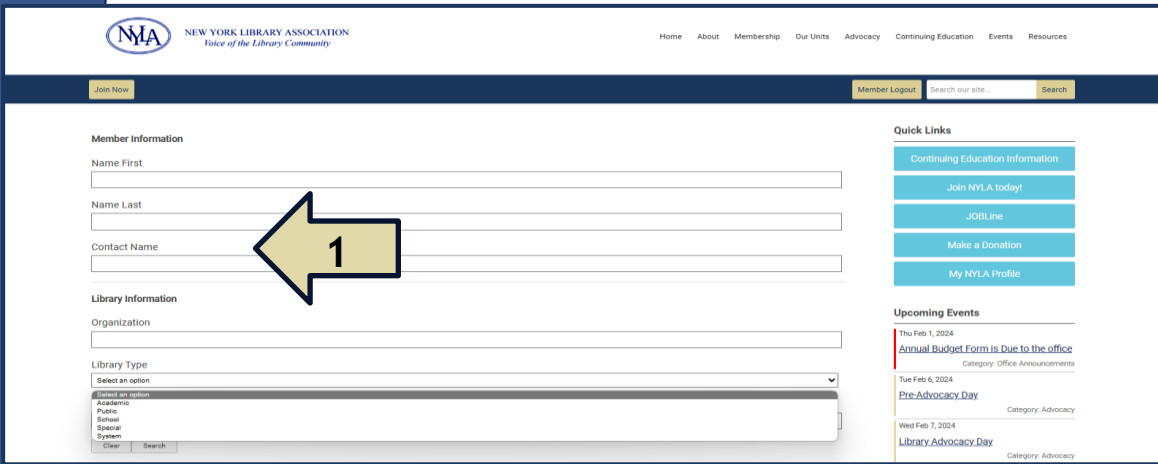
Once all desired information is added, members must click the save button (**arrow 3**). Failure to do so will not save the information provided.

Members can also upload a certificate for any CE hours added to their tracker. Once credit has been saved and listed on the main page of your tracker, find the "**UPLOAD CERITIFCATE**" button for the credit and upload the desired document. Members can always download any certificate they have uploaded into the tracker for their reference.

Members can also export a PDF of all CE hours listed within their tracker at any time. An "**EXPORT PDF**" button can be found in the upper right-hand corner of your main CE tracker page.
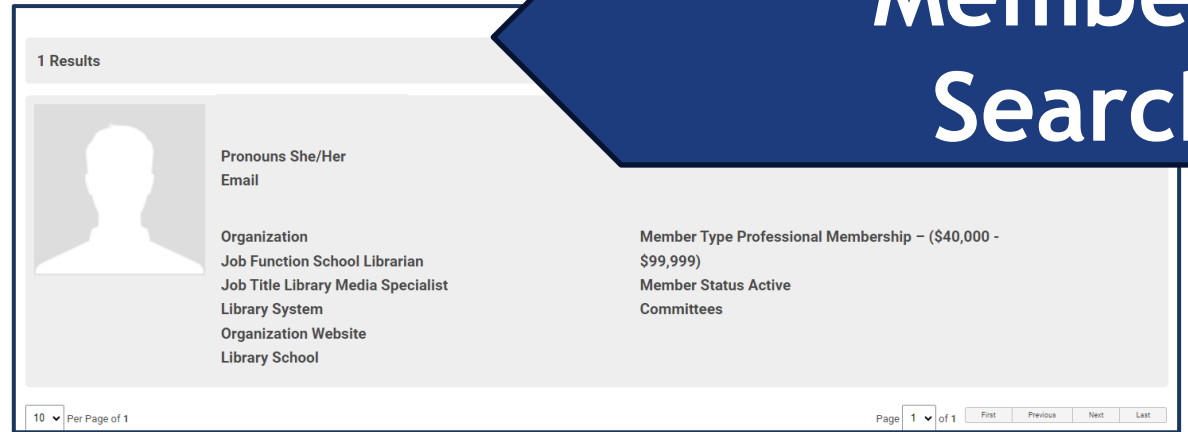
BACK TO MENU

The **Member Search** is a member benefit that allows active profiles to search for any active member in our database.

The new search only allows members to search by (**arrow 1**):
- Name (First, Last)
- Contact Name (Both First and Last)
- Organization
- Library Type
- Library System

Please note past search directories for unit members will no longer be available in individual profiles. Units will be provided a full list of active memberships twice a year (July 1st and December 1st) and by request to the membership@nyla.org *email.*
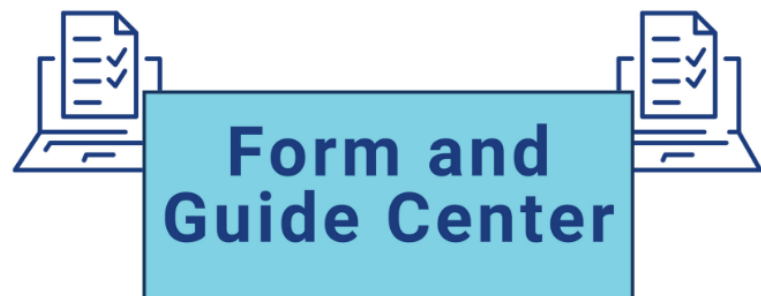
Search results will display all active/graced members currently in the system for the search perimeters.

Each result will list:

- Name
- Pronouns
- Primary Email Address
- Organization
- Job Function/Title
- Library System
- Organization Website *(Organizational Profiles)*
- Library School
- Member Type
- Member Status Committees *(Personal Profiles)*

BACK TO MENU

The **_Forms Center_** page provides the links to any forms or guides that members or users need access to.

One this page you will find:

Financial Forms

Reimbursement/Disbursement Form (Fillable PDF)

Membership Forms

Unit Forms

Section representative Form
Roundtable Representative Form

NYLA Manuals and Guides

The *Digital Membership Card* is available for all active members within their profile.

This card will display:

- Member's Name
- Member Type
- Member Expiration Date
- Signature Line for the Member

A print button have been provided so members can print the card and it loads correctly (arrow). Please note printing the page may cause the image to distort.

UNIT JOIN FORM

Member can use the form below to add any additional sections and roundtables to their account.

1. Addtional Section(s) - $15 fee.
2. Roundtable(s) - $10 fee.

Further information about each **Section** and **Roundtable** can be found using the links on their respective website pages.

Completion of this form will allow direct payment or will generate an invoice that can be sent to your organization or a billing entity of their choice.

Additonal Section(s)

☐ ASLS - Academic & Special Libraries Section - $15.00
☐ FLS - Friends of Libraries Section - $15.00
☐ LAMS - Leadership and Management Section - $15.00
☐ LTAS - Library Trustees Association Section - $15.00
☐ PLS - Public Libraries Section - $15.00
☐ SMART - Section on Management of Information Resources & Technology - $15.00
☐ SSL - Section of School Librarians - $15.00
☐ YSS - Youth Services Section - $15.00

Roundtable(s)

☐ CLWCRT - Coalition of Library Workers of Color Roundtable - $10.00
☐ CORT - Correctional and Outreach Resource Team - $10.00
☐ ENSLYMA - Eastern New York School Library Media Association - $10.00
☐ ESRT - Ethnic Services Roundtable - $10.00
☐ IFRT - Intellectual Freedom Roundtable - $10.00
☐ LHRT - Local History Roundtable - $10.00
☐ M&PRRT - Marketing & Public Relations Roundtable - $10.00
☐ MLRT - Municipal Libraries Roundtable - $10.00
☐ MSRT - Making and STEAM Roundtable - $10.00
☐ NYBLC - New York Black Librarians' Caucus - $10.00
☐ PCRT - Pop Culture Roundtable - $10.00
☐ RLRT - Rural Libraries Roundtable - $10.00
☐ START - Sustainable Thinking & Action Roundtable - $10.00
☐ SLST - EAST - School Librarians of the Southern Tier - East - $10.00

Submit

The _Unit Join Form_ allows active members to add additional units to their membership. The form displays all active NYLA sections and roundtables (units). Members can make their selections. Once submitted, a check out page will be provided. Members can choose to pay directly in the form (credit card) or create an invoice. Invoices being paid for by organizations should be sent directly to the billing contact.

Please note all members get one (1) included section with the purchase of their membership. This included membership must be selected within the join/renewal form. Included sections cannot be added using this form. Members who did not include a section with their membership, can reach out to the office for further assistance at _membership@nyla.org_.
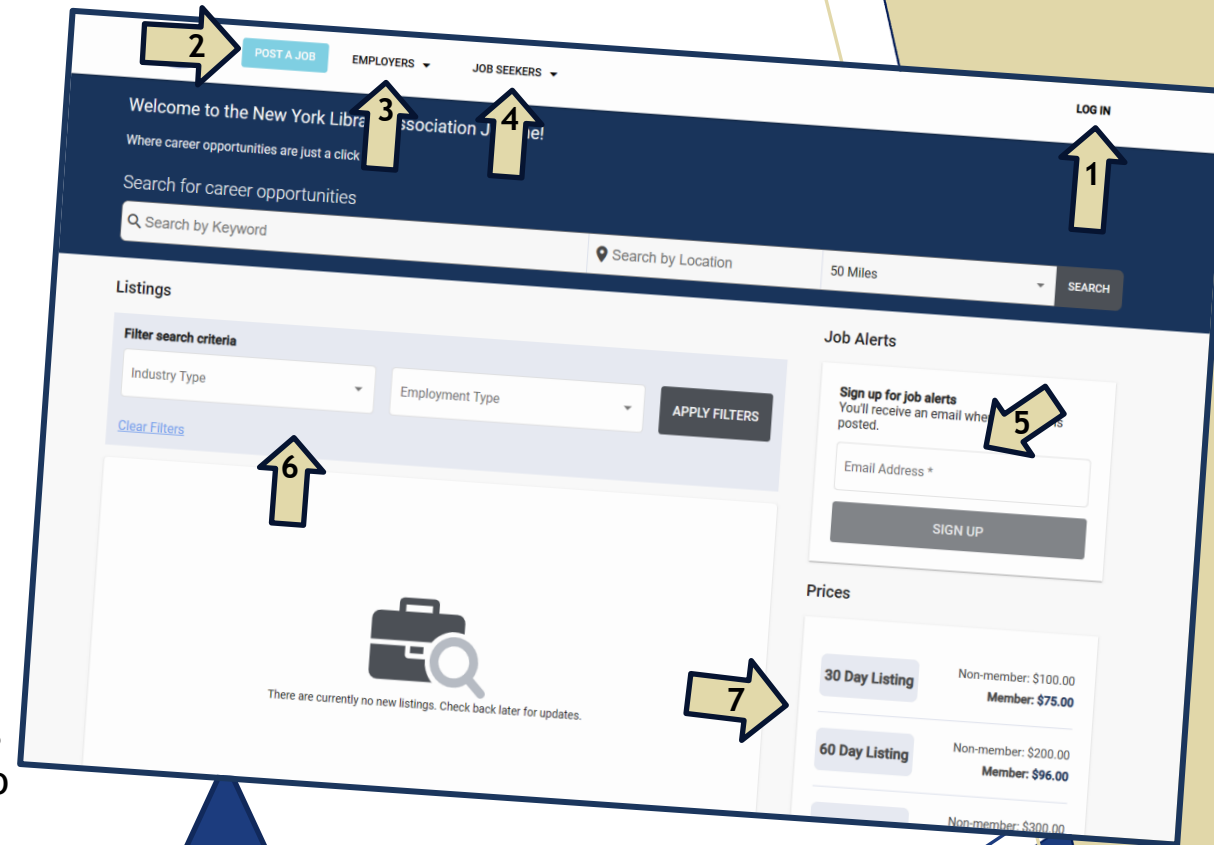
BACK TO MENU

JOBLine

The new *JOBLine* feature allows all users (members/non-members) to add job postings to our website.

Job postings are free for NYLA Members. Non-members may post to JOBLine with either a 30-day, 60-Day, or 90-Day duration. This fee includes publishing the job posting on JOBLine as well as in our weekly e-newsletter, News You Can Use, which goes directly into the inbox of our statewide membership every Tuesday for the duration selected.

To post a job in this listing, login to your profile (**arrow 1**). Login credentials are the same as your user/member profile.
Click the "**Post A Job**" button in the top left corner (**arrow 2**). Follow the instructions to post your job. Please note we do NOT manually post job listings. A salary range is required to post a job to JOBLine as this is best practice. If you are having trouble, please feel free to reach out to **marketing@nyla.org**.

The home screen provides:

- Employers – post a job and review resumes (**arrow 3**)
- Job Seekers – browse jobs and upload their resume (**arrow 4**)
- Sign up for job Alert (**arrow 5**)
- Review/filter search of current job listing (**arrow 6**)
- Review pricing (**arrow 7**)

BACK TO MENU

Joining NYLA

Joining NYLA is available with efficient and streamlined forms. The Join Form can be found on the NYLA website in the navy-blue banner on the upper left-hand side (**arrow 1**).

Individuals seeking more **Membership Information** can review on the website before choosing to join the organization.

After navigating to the *JOIN FORM*, users should choose a Member Type (**arrow 2**).

Membership structure and fees can be found on the **Membership Categories** page of the website.

BACK TO MENU

If a *Personal Member Type* is chosen, the type and corresponding fee will be noted on the screen (**arrow**). The user will be directed to complete the remainder of the form with contact and demographic information, unit selections and optional donations. Included contact and demographic information will populate the user's new member profile.

Please note fields that are not required are available for editing within your member profile at anytime.

If an *Organizational Member Type* is chosen, the type and corresponding fee will be noted on the screen (**arrow**). The user will be directed to complete the remainder of the form with organization contact and demographic information, included member information, optional donations. All included member contact and demographic information will populate organization profile.

Please note fields that are not required are available for editing within each's member's profile at anytime.

BACK TO MENU

Adding Key Contact and Included Member Profiles

Once the key contact inputs the organizational profile information, the next fields will require information for the Key Contact's member profile (**arrow 1**). Key Contacts can include contact and demographic information and unit selections in each member tab.

Please note the Key Contact serves as the membership holder and is required to complete all information for the membership. We strongly recommend the director or someone they appoint be this individual and not billing department employees.

After the Key Contact inputs their member profile information, they can use the arrow on the left-hand side of their name to collapse their profile drop down. There will be a **Create Linked Profile** button at the bottom of the screen (**arrow 2**). This button will create new member profiles. Key Contacts should create each included member's profile, inputting their contact information and unit selections. Each member tab requires a name and email. If tabs are created and do not include all required fields, users will not be able to go to the next page. Each tab includes a delete link for any profiles added in error.

Please note currently key contacts must add included sections and any additional sections and roundtable are optional to included member profiles. Included members can also add additional units and roundtables from their personal profile. Members who were not provided an included section can reach out to the office for assistance in getting this added to their profile at membership@nyla.org.

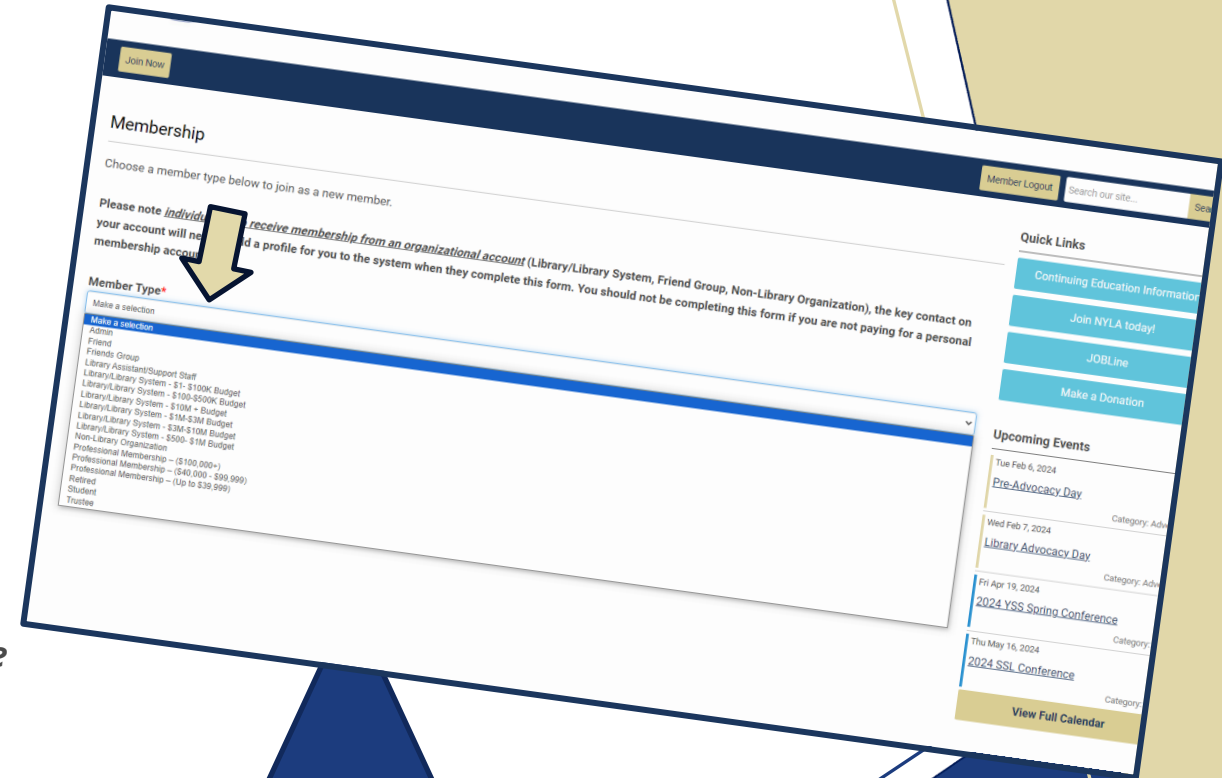BACK TO MENU

Renewing your NYLA Membership

Approximately 45 days prior to the May 31ˢᵗ membership expiration date (May 31ˢᵗ), all eligible active members will be sent an email communications that includes the renewal form link and renewal information. The renewal form link can only be found in these email communications.

For organizational members, **this communication will be sent to the email listed as the contact email for your organizational membership.** This will not be sent to the Key Contact's profile if that email differs from what is listed as the organizational contact email.

Please note for organizational members, only the Key Contacts will be eligible to access the renewal form. Included members are not responsible for completing a renewal form. New Key Contacts can either be designated by a previous Key Contact within the current KC's member profile (My Organization section) or the office an make this change. Requests can be emailed to the office.

Members who wish to change between organizational and personal memberships, must reach out to the office for assistance at membership@nyla.org.

A Membership Renewal FAQs page is provided on the NYLA website to assist with this process and answer any questions. Members can also reach out to the office directly at membership@nyla.org.

BACK TO MENU

To open the renewal period for all members, our system creates an automated invoice in each current member's profile. *This invoice is solely based on the previous year's membership selection.* This invoice cannot be changed or customized if paid for. **All members should use the** *link provided in your renewal notificatio*n to **submit the renewal form so they can customize their membership selections for the upcoming year. This includes changes to member type, profile contact and demographic information, included member information, unit selections, donations, etc.**

Member renewal forms (organizational and personal) will resemble the Join Form noted previously. Current profile contact and demographic information will automate within the fields provided. Member should review this information to make sure it remains accurate. Any changes made to the automated information will be updated within the member profile(s).

Organizational members will be provided a screen to update their included members. Full instructions for navigating this page will be provided within the form. Key Contacts should review this information and make changes necessary.

2025-2026 Membership Renewal Information

Member Type *

Library/Library System - $100-$500K Budget

Membership Options

1 year - $500.00

Organization Name

Test Library

Organizational Email (This is the email contact for organizational membership information. The Key Contact and Included members will have their own contact email listed within their personal profile.). *

lhoyt64@gmail.com

Organization Phone *

51555555

Organization Address *

Test

Test

Louisiana

12309

Select an option

Quick Links

Library S
2025 Trade
Become a Spo
Becon
Memb
Sustainable
NYL

Upcoming Eve

Tue Aug 12, 2025
Turning the Pa
Policies

Once all member information is added, the form will provide a ***Donations page***. Below are the current NYLA and Unit funds available for donation. Further fund information can be found in the form. We are so appreciative of all our donors!

NYLA Donations

NYLA Fund
Intellectual Freedom Fund
Disaster Relief Fund
Legal Defense Fund

Sections Specific Donations

FLS Randall Enos Conference Scholarship
NYBLC Andrew Jackson Scholarship Fund
NYBLC Hoke Gethers-Muhammad Memorial Scholarship
SSL Carol A. Kearney Scholarship Fund
YSS Ann Gibson Scholarship Fund

BACK TO MENU

A summary page of all form fields and items chosen will be provided at the end of all NYLA forms. We suggest reviewing this page carefully to make sure the invoice created has all information included correctly. Once all information is confirmed, users should continue to the *Payment Page*.

This will allow members to choose to:

Pay Now : Use a credit card to process the invoice with payment.

Invoice Me: This option replaces the previous Bill Later option and allows for an invoice to be created for the form. An email field will be provided for the invoice to be sent to. ***Please note if the desired billing contact does not have an email, the member is responsible for providing the invoice to their billing contact for payment***.

Payment policies and information can be reviewed on the NYLA website.

BACK TO MENU

NYLA has been through a lot of change in the last few years. We are extremely excited to continue the process of bringing streamlined, efficient, transparent procedures to our membership.

A few reminders:

- If you are having difficulty understanding a process and procedure and need help completing something in the system or just have questions, **DO NOT PANIC**! NYLA Staff are available Monday-Friday 8:30 AM to 4:30 PM for assistance and can be emailed at anytime. You can find all office information on the _**Staff**_ page of the website.

- Communications and guides will be updated as we continue to make updates, and the membership will be notified of these changes. Please make sure you are reading all information available.