

**Below we provide simple instructions for how you can pay your membership dues directly to AFSA.**

Let's get started:

**What are my options for paying my [AFSA dues](#)?**

- Dues can be paid annually, and you will have the option to select automatic payments which will allow your membership to auto-renew.
- Dues can be paid in quarterly installments. With this option the credit card provided will be automatically charged every three months until you ask us to cancel.
- The dues are the same regardless of the payment option you choose.
- AFSA membership is on a rolling basis meaning if you join today, your membership is good for one year.
- Dues can be paid online (instructions below). You can also pay for your annual membership by check. Checks should be made payable to AFSA and sent to 2101 E Street, NW, Washington, DC 20037.

**By when do I need to pay my dues?**

AFSA stopped receiving payroll deductions for AFSA dues as of pay period seven, in mid-April. **We are not seeking back payments but do request that you pay your dues as soon as possible.** Your current membership will remain active until June 24, 2025.

**What if I am being RIF'd or planning to retire?**

Selecting to pay by installments will offer flexibility as you can update your membership type from Active Duty to Foreign Service Alumni in between payments. Please note, you will need to notify AFSA so we can adjust your membership before the next installment payment.

**I'm in! Tell me how to pay online.**

**Step 1: [Log in](#) to your AFSA account.**

On the [login page](#) you will enter your email address as your username. *You must use the email where you received this message from AFSA to avoid creating a duplicate account.* If you have forgotten your password or haven't logged in before, please use the [Forgot Password](#) feature to reset your password. **We recommend using a personal computer/laptop rather than a tablet or phone.**

**Step 2: Choose the “Renew Your Membership” option from the “My Account” page.**

When you log in, you are automatically taken to the My Account page. On that page, you will see a pop-up asking you to renew your membership. Simply click on the Renew button. If you do not receive a pop-up, select “Renew” from the top navigation bar. *(Please note that you will select “Annual Payment” as your payment type, regardless of whether you select installment payments during checkout.)*

**Step 3: Select payment options and complete your purchase.**

You will be taken through the membership purchase process. On the first page, please select the "Change My Payment or Member Type" button if you would like to opt in for automatic or installment payments or if you need to switch from an Active Duty to a Foreign Service Alumni membership.

On the next pages, you’ll confirm your information (name, address, grade), have the option to opt-in to automatic payments, and as you checkout, you’ll see the option for installment payments on the payment page. Finally, you’ll enter your credit card to complete your order.

That’s it! If you have questions, please email us at [member@afsa.org](mailto:member@afsa.org).