



- ①メンバーシップ自動更新 (Automatic Renewal) 設定の変更手順
- ②クレジットカード情報の登録変更手順 (本ガイドのp.8)

<操作の流れ : My Account にログインし、ご登録情報の変更をします。>

# ①- 1. iee.org を開き、 My Account にログインする

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Password:  
.....

IEEE Members: Forgot password  
IEEE Employees: Forgot username or password

**Sign in**

- ① iee.org を開き、Sign in をクリックします。
- ② Email アドレスとPasswordを入力してご自身のAccountにログインします。

# ①-2. ログイン完了

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ログインしますと、こちらに名前が表示されます。

名前をクリックすると My Account ページに移動します。



Welcome, members!

Tap into the many benefits of IEEE membership.

Join a community

Renew

Get involved

# ①-3. My Accountページ : Payment Options

[About](#) [Membership](#) [Communities](#) [Conferences](#) [Standards](#) [Publications](#) [Education](#)

Home > My Account

## Settings

### Manage Your Profile

- > Personal Profile
- > Email Address and Password
- > Communication Preferences and Policies
- > Address Information
- > Professional and Education Information
- > Technical and Other Interest Profile

### Membership Information

- > Renew Your Membership
- > Membership and Subscription Information
- > Membership Resources
- > Member Grade Elevations

### Your IEEE Orders

- > Order History
- > Payment Options
- > Access IEEE Products
- > My Courses
- > Memberships and Subscriptions Catalog

## My Account

Review your account information to personalize your settings and preferences so that IEEE can continue to provide the information that is most relevant to you.



> Manage personal profile



> Manage address information



> View Membership and Subscription Information



> View order history



> Collaborate with IEEE Members



> Communication Preferences and Policies

Your IEEE Orders の  
>Payment Options をクリックする。

# ①-4. 登録済のクレジットカード情報と自動更新設定

Home > My Account > Payment Options

### Settings

**Manage your IEEE Account**

- > E-mail Address and Password
- > Address Information

**Personalize your IEEE experience**

- > Personal Profile
- > Communication Preferences
- > GoogleApps@IEEE Account
- > Professional and Education Information
- > Technical Interest Profile
- > memberNet Opt-in Preferences
- > Membership and Subscription History

**Manage your IEEE purchase information**

- > Payment Options
- > Order History
- > Purchased Documents
- > [Access Other IEEE Purchases](#)

### Payment Options ?

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#### Primary credit card

**MasterCard \*\*\*\*8009**  
exp. 9/2017  
MEIKO KAJIKAWA  
E-1904 Aoyama-Twin Tower  
Minato-ku, Tokyo 107-0062  
Japan

**Assign a different primary credit card**  
Please choose a different card from the pull-down menu to assign a card as your primary and click "Save."

[Save](#)

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#### Automatic renewal preference for Membership(s) and Subscription(s)

Automatic renewal for the 2018 membership year is **ON**.

Note: In October of 2016 your primary credit card will automatically be charged the relevant fees for that renewal period. You must have primary credit card on file in order to take advantage of automatic renewal.

[Edit](#)

Add new credit card

---

#### Your saved credit cards

**MasterCard \*\*\*\*8009**  
exp. 9/2017  
Primary  
MEIKO KAJIKAWA  
E-1904 Aoyama-Twin Tower  
Minato-ku, Tokyo 107-0062  
Japan

[Edit](#) [Delete](#)

自動更新設定は ON になっています。

自動更新設定を変更するために Edit をクリックします。

## ①-5. 自動更新設定をOFFにする

**Automatic renewal preference for Membership(s) and Subscription(s)**

Automatic renewal is a convenient way to renew your membership(s) and subscription(s) each year to ensure your benefits remain active. Are you sure you want to turn it OFF?

Turn ON automatic renewal. I have read the [Automatic Renewal Terms and Conditions](#) and allow IEEE to automatically renew my membership(s) and subscription(s).

Turn OFF Automatic Renewal

+ Add new credit card

Your saved credit cards

OFF を選択し、Save をクリックします。

# ①-6. 自動更新設定 OFF に変更されました

Home > My Account > Payment Options

**Settings**

**Manage your IEEE Account**

- > E-mail Address and Password
- > Address Information

**Personalize your IEEE experience**

- > Personal Profile
- > Communication Preferences
- > GoogleApps@IEEE Account
- > Professional and Education Information
- > Technical Interest Profile
- > memberNet Opt-in Preferences
- > Membership and Subscription History

**Manage your IEEE purchase information**

- > Payment Options
- > Order History
- > Purchased Documents
- > Access Other IEEE Purchases

**Payment Options** ?

**Primary credit card**

**MasterCard \*\*\*\*8009**  
exp. 9/2017  
MEIKO KAJIKAWA  
E-1904 Aoyama-Twin Tower  
Minato-ku, Tokyo 107-0062  
Japan

**Assign a different primary credit card**  
Please choose a different card from the pull-down menu to assign a card as your primary and click "Save."  
Select One...

Save

**Automatic renewal preference for Membership(s) and Subscription(s)**

Automatic renewal for the 2018 membership year is **OFF**.

Note: In October of 2016 your primary credit card will automatically be charged the relevant fees for that renewal period. You must have primary credit card on file in order to take advantage of automatic renewal.

Edit

**Add new credit card**

**Your saved credit cards**

**MasterCard \*\*\*\*8009**  
exp. 9/2017  
Primary  
MEIKO KAJIKAWA  
E-1904 Aoyama-Twin Tower  
Minato-ku, Tokyo 107-0062  
Japan

Edit Delete

OFF

## ② クレジットカードを変更・削除する

Home > My Account > Payment Options

### Settings

**Manage your IEEE Account**

- > E-mail Address and Password
- > Address Information

**Personalize your IEEE experience**

- > Personal Profile
- > Communication Preferences
- > GoogleApps@IEEE Account
- > Professional and Education Information
- > Technical Interest Profile
- > memberNet Opt-in Preferences
- > Membership and Subscription History

**Manage your IEEE purchase information**

- > **Payment Options**
- > Order History
- > Purchased Documents
- > Access Other IEEE Purchases

### Payment Options

**Primary credit card**

MasterCard \*\*\*\*8009  
exp. 9/2017  
MEIKO KAJIKAWA  
E-1904 Aoyama-Twin Tower  
Minato-ku, Tokyo 107-0062  
Japan

**Assign a different primary credit card**  
Please choose a different card from the pull-down menu to assign a card as your primary and click "Save."  
Select One... [v]

Save

**Automatic renewal preference for Membership(s) and Subscription(s)**

Automatic renewal for the 2018 membership year is **OFF**.

Note: In October of 2016 your primary credit card will automatically be charged the relevant fees for that renewal period. You must have primary credit card on file in order to take advantage of automatic renewal.

**Your saved credit cards**

MasterCard \*\*\*\*8009  
exp. 9/2017  
Primary  
MEIKO KAJIKAWA  
E-1904 Aoyama-Twin Tower  
Minato-ku, Tokyo 107-0062  
Japan

Edit Delete

My Account の Payment Options を開きます。

別のクレジットカードを登録する場合は、Add new credit card をクリック。

現在のクレジットカード情報を削除 する場合には Delete をクリック。

現在登録済のカード情報を変更する(有効期限の変更など) 場合には「Edit」をクリック。