OPAN

OFFICE PLANT APPRECIATION NETWORK

Rooted in Community. Thriving at Work.

**Membership Renewals**

Your OPAN membership is designed to renew automatically each year, ensuring uninterrupted access to your member benefits, community resources, professional development, and exclusive member content.

**Annual Renewal Schedule**

All OPAN memberships follow the same annual renewal cycle.

- **Invoice Date: 1 May** each year
- **Renewal Date: 1 June** each year

An invoice for your membership will be issued automatically on **1 May** each year. This provides a full month for payment before your membership renews on **1 June**.

Provided your invoice is paid by the renewal date, your membership will continue seamlessly for another 12 months without any interruption to your access.

**Automatic Renewals**

Membership renewals are processed automatically each year as part of OPAN's annual membership cycle. There is no need to submit a new membership application to remain a member.

If your contact details or billing information have changed, we recommend updating these before your invoice is issued to ensure your renewal is processed smoothly.

**Changing Your Membership Tier**

If your circumstances have changed, you may apply to upgrade or change your membership tier before the annual renewal period.

To request a change, simply complete the **Membership Tier Change Application** using the link provided below.

→ **OPAN Individual Membership Tier change request Application**

Applications received before the renewal period will be reviewed by the OPAN Membership Team prior to the commencement of the new membership year.

**Questions?**

If you have any questions about your membership renewal, invoice, payment, or would like assistance with changing your membership tier, please contact the OPAN Membership Team.

**Email:** members@officeplantnetwork.org

We're always happy to help.