RENEWING A SUBSCRIPTION
1. To renew a subscription to an ASOR publication, begin by going to our website at <www.asor.org>.

2. Once you arrive at our website, click on the “Renew A Subscription” link as indicated by the arrow below.

3. This will take you to a login screen. Your user name is the primary email address you have on file in our database. Your password was chosen when you first registered in our system. After entering the appropriate information click the “Go” button. If you do not remember your password, either click “Forgot Your Password?” or email asormemb@bu.edu to request a new password.
4. Clicking “Go” will direct you to a screen where you can select the option to “Purchase a Subscription,” located in the left hand column.

5. This will direct you to the Online Store where you can select the type of subscription you are interested in purchasing. Please be sure to select the particular journal you are interested in purchasing and pay particular attention to whether you want an online subscription or print subscription. For example, the Near Eastern Archaeology subscription with print issues only is circled in yellow and can be selected by clicking on the subscription title.
6. You will be taken to the information screen of the subscription you selected. Use the drop down menu to indicate if the journals will be shipped to a US or Non-US location. Please also take note of the term of the subscription. If you have questions or would like to request a different subscription term, please continue with the purchase and when your purchase is completed, email asorsubs@bu.edu. Click “Add to Cart” when you are finished making your selection.
7. You will then be taken to the shopping cart to review your purchase. If everything looks in order please click the “Proceed to Checkout” button to pay by credit card or the “Checkout with PayPal” button. If you selected the wrong subscription you will need to click the red X to remove the item from your cart.
8. You will then be taken to a checkout page where you can review your billing address (if there are corrections that need to be made, you can click “change.”) You can confirm the email address at the bottom left of this screen; this address will receive the confirmation and receipt via email. You can also indicate if you would like to post a note on Facebook indicating your purchase. On the right of the screen, you can review your purchase and enter your credit card information. Please enter the card type (MasterCard, Visa, or Discover), card number, and expiration date, and double-check the cardholder’s name. If everything is in order click the “Purchase Now” Button.

9. Once your card has been verified you will see a confirmation page. You should print the confirmation page for your records even though a copy has been emailed to you. If you have any questions about renewing a membership please contact us at asorsubs@bu.edu or by phone at 617-358-4376.