



# Retired United Airlines Employees Association NEWSLETTER

[WWW.RUAEA.ORG](http://WWW.RUAEA.ORG)



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## **R**enewing? Changing your address?

To find your expiration date, look at the address label on the back cover. It is above your name and with your file number. If, in the address label you have received the notice of impending expiration there really isn't much time to renew. **It is no longer your birthday. It is the date upon which your renewal was last entered into RUAEA database. There is no longer a grace period.**

All renewals and changes of address must be received in the Denver office by the first of the month. All requests must include your name, file number, telephone number and email address if you have one.

### The easiest and fastest way to renew is online, follow these steps:

1. Go to [ruaea.org](http://ruaea.org)
2. On left hand side of homepage, click on "renew membership"
3. Insert your file number, numbers only, no letters
4. Enter your last name
5. Review the information and make sure it is correct
6. There is a box you can write a note which may be printed in the newsletter
7. Also check the circle if the billing address is different than the mailing address

8. Check the newsletter option:
  - a. One year membership - \$35 for online and mailed newsletter
  - b. One year membership - \$30 for online newsletter
  - c. One year membership - \$30 for mailed newsletter
  - d. Contribution
9. Secure checkout
10. Insert credit card information
11. Submit order

### If you are only changing your address online:

1. Follow the above procedure.
2. Where you review your address, put in the new address.
3. Make sure to check the circle if the billing address for your credit card is different than the address just inserted
4. Choose contribution, and make a contribution of at least one dollar
5. When prompted, fill in the address to which your credit card bill is sent
6. Submit your order, which is to change your address

### If you are renewing and mailing your check by the United States Post Office:

1. Allow plenty of time for it to reach the office by the first of the month
2. Make sure to put your file number on the check
3. Include your name and your telephone number so we can contact you if necessary

### If you are changing your address and mailing the information by the United States Post Office:

1. Allow plenty of time for it to reach the office by the first of the month.
2. Make sure to put your name, file number and telephone number in your letter
3. Put your old address and your new address
4. If you are a Snowbird, you must change your address with us each time you move. We have no ability to remember to change to a previous address. ■