

2024

HPBA

**Membership
Renewal Guide**

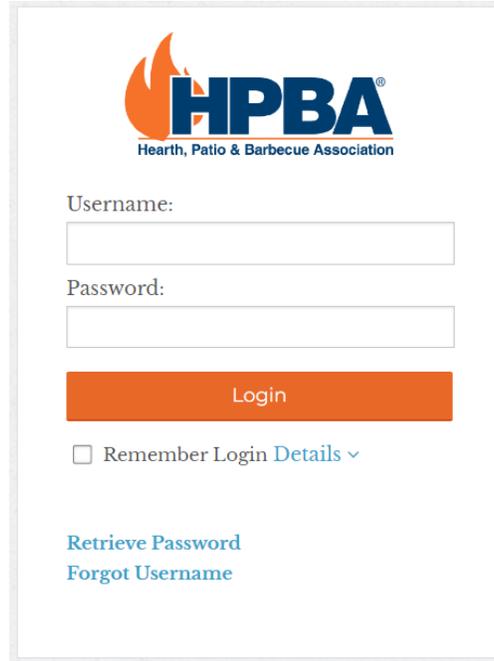
How to Renew HPBA Membership Dues

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Logging In

To begin, you will need to log into the primary contact for the HPBA member organization.

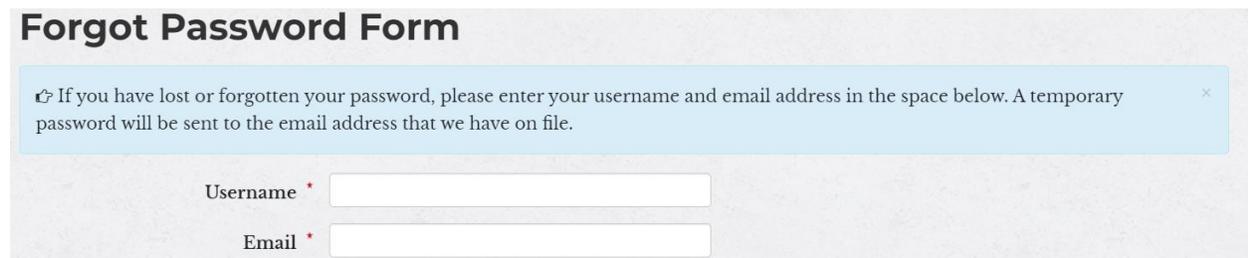


The login form features the HPBA logo at the top. Below the logo are two input fields: "Username:" and "Password:". An orange "Login" button is positioned below the password field. Underneath the button is a checkbox labeled "Remember Login Details" with a dropdown arrow. At the bottom of the form, there are two blue links: "Retrieve Password" and "Forgot Username".

If you are unsure about which account is the primary contact, log into your HPBA account and navigate to <https://members.hpba.org/Membership/Update-Organization-Profile>. If you are unable to login, try retrieving your username and password.

Forgot Password

To retrieve your password, click on "Retrieve Password". This will prompt you to enter the following form:



Forgot Password Form

🔗 If you have lost or forgotten your password, please enter your username and email address in the space below. A temporary password will be sent to the email address that we have on file. ✕

Username *

Email *

Fill out your Username and Email and you will be emailed a link with a temporary password.

Forgot Username

If you do not know your Username, click on "Forgot Username" and this will prompt you to enter the following form:

Username Request Form

🔗 If you have lost or forgotten your username, please enter your email, first name and last name below. Once you click Send Username and your account is confirmed, the system will send you an email with your username. ×

First Name *

Last Name *

Email *

Zip *

You will need to enter your First Name, Last Name, Email, and Zip. If you are unable to fill out this form, please contact the membership department at membership@hpba.org. We will be in contact and reset your account so you can log in.

Renewing Dues

Membership Dues

Once you are logged in, navigate to <https://members.hpba.org/Membership/HPBA-and-You/Renew>. You can click on this link or paste it into your search bar.

This page will show you a table of HPBA dues for both Hearth and BBQ manufacturers.

Dues Level	North American Sales (\$US)	Dues (\$US)	Complimentary EXPO Badges
<input type="radio"/> M01a	To \$500,000	\$3050.00	2 *
<input type="radio"/> M01b	To \$1 million	\$4050.00	2 *
<input type="radio"/> M002	To \$2 million	\$6975.00	2 *
<input type="radio"/> M003	To \$5 million	\$12200.00	2 *
<input type="radio"/> M004	To \$10 million	\$18950.00	2 *
<input type="radio"/> M005	To \$20 million	\$28475.00	2 *
<input type="radio"/> M006	To \$50 million	\$42075.00	2 *
<input type="radio"/> M007	To \$100 million	\$55075.00	2 *
<input type="radio"/> M008	To \$200 million	\$80450.00	2 *
<input type="radio"/> M009	To \$400 million	\$111875.00	2 *
<input type="radio"/> M010	Over \$400 million	\$136125.00	2 *
<input type="radio"/> B003	To \$5 million	\$11350.00	2 *
<input type="radio"/> B004	To \$10 million	\$16650.00	2 *
<input type="radio"/> B005	To \$20 million	\$25175.00	2 *
<input type="radio"/> B006	To \$50 million	\$35200.00	2 *
<input type="radio"/> B007	To \$100 million	\$46400.00	2 *
<input type="radio"/> B008	To \$200 million	\$68250.00	2 *
<input type="radio"/> B009	To \$400 million	\$76150.00	2 *

IMPORTANT! Please note that the first three dues levels: M01a, M01b M002, are the same for both hearth and barbecue members. Hearth manufacturers, with North American sales greater than \$2 million, please select from dues levels M003 thru M010. BBQ manufacturers with North American sales greater than \$2 million, please select from dues levels B003 through B009.

2025 HPBA membership dues are based on 2024 calendar year sales (or projected year-end sales if actual sale figures are not yet available).

Once you have chosen the dues amount for your company, please click the checkbox certifying that you are an officer of the company and have chosen the correct dues level based on your North American sales.

I certify that I am an officer of this company and that we have selected the appropriate membership category, have paid the appropriate level of annual dues for this company, and upon request will provide verification of sales and/or a notarized letter attesting to membership classification and dues category for this company.

Section Selection

Section Selection

Please indicate the percentage of your HPBA-relevant North American sales revenue by products manufactured. Total must add to 100%. Members must join each Section if they manufacture a product in it.

Section	Products Manufactured	Percentage of Revenue
Barbecue	All grills, smokers, fuel & accessories for barbecue products, including OEM suppliers	0 <input type="text"/> %
Gas Hearth Appliance	Gas-fired appliances, including outdoor gas hearth appliances, their components, and accessories, as well as OEM suppliers	0 <input type="text"/> %
Solid Fuel Hearth Appliance	Wood, pellet or other solid fuel- fired appliances, including outdoor solid fuel hearth appliances and their components and accessories, including OEM suppliers	0 <input type="text"/> %
Electric Hearth Products	Electric fireplaces and accessories used for such appliances, as well as OEM suppliers	0 <input type="text"/> %
Total		0 <input type="text"/> %

Or

No Hearth or Barbecue Products	If your company does not manufacturer any hearth or barbecue related products as defined in the sections above, check this box and you will not be entered into a section.	<input type="checkbox"/>
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What are Sections?

- There are two main Product Sections – the Gas Hearth Appliance Section and the Solid Fuel Hearth Appliance Section:
 - The Gas Hearth Appliance Section promotes and protects the interests of HPBA members that produce gas hearth appliances, essential components, and associated venting
 - The Solid Fuel Section promotes and protects the interests of HPBA members that produce wood and pellet hearth appliances, essential components, and associated venting

How is each Section funded?

- Each Section has its own budget that's outside of HPBA's operating budget and goes towards funding legislative, regulatory, legal, and/or technical initiatives
- The budget is created and approved by the Section late each year

Who pays for the Section budget and how?

- The Section members through assessments.
- HPBA acts as 'the bank' for Section budgets, so Section members pay HPBA back for their respective Section budgets.
- How much each member is invoiced (assessed) is determined by how many others are paying, dues level, and their Section percentage

- Section members are assessed twice a year and are given updates on how much was spent vs. how much remains in the budget.

What if there is money left over?

- Remaining unspent budget gets rolled over to next year's budget

The following section is based around the products manufactured. These are the following sections HPBA has for its member manufacturers:

- **Barbecue:** All grills, smokers, fuel & accessories for barbecue products, including OEM suppliers.
- **Gas Hearth Appliance:** Gas-fired appliances, including outdoor gas hearth appliances, their components, and accessories, as well as OEM suppliers.
- **Solid Fuel Hearth Appliance:** Wood, pellet or other solid fuel-fired appliances, including outdoor solid fuel hearth appliances and their components and accessories, including OEM suppliers.
- **Electric Hearth Products:** Electric fireplaces and accessories used for such appliances, as well as OEM suppliers

For each of these sections, please indicate the percentage of your HPBA-relevant North American sales revenue by products manufactured.

Employee Total

Employee Totals

Please provide the number of full-time equivalent^[*] employees across all your company locations in this box.

Your employee number submissions will be used for government affairs advocacy and industry statistics purposes only. It will not be used to determine company size and commensurate membership fee or market share. Your data will not be shared publicly, outside of meetings with elected officials, in a way that will be identified to your company. Your data will help HPBA have a greater impact with elected officials and will help to show the strength of our industry.

*A "Full-Time Equivalent" is a full-time employee or a number of part-time employees who add up to one full-time position. Over the course of a year, two employees working half the hours of a single full-time employee would equal one Full-Time Equivalent.

For this section, please provide the number of full-time equivalent employees across all your company locations. **This information will not be shared publicly or change dues level.** Your employment data will help HPBA have a greater impact with elected officials and will help to show the strength of our industry.

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Sections Addendum

Sections Addendum

Please review the HPBA Product Sections Addendum before proceeding. You will not be able to submit your application without reviewing the document.

[Section Addendum](#)

I certify that I have reviewed the above Sections Addendum.

To submit your dues renewal, you must check the box that states you reviewed the HPBA Product Sections Addendum.

To view the Section Addendum, click on the blue highlighted text “Section Addendum” that is above the checkbox for this area of the application. You may have to scroll back up the page to view the Sections Addendum text.

When you are finished reading the addendum, click “I Agree” and check the box to complete this area.

Condition of eligibility for membership and agreement to abide by the bylaws, and membership policies of HPBA.

Condition of eligibility for membership and agreement to abide by the bylaws, and membership policies of HPBA.

[Condition of eligibility for membership and agreement to abide by the bylaws, and membership policies of HPBA](#)

! As a result of paying annual membership dues to Hearth, Patio & Barbecue Association (HPBA) *I certify that we have read the above statements and agree to abide by the (i) [HPBA Bylaws](#), (ii) [HPBA Section Addendum](#) (iii) the [Membership Policies and Practices of HPBA](#).*

To submit your dues renewals, you must check the box that states that you have read and agree to abide by the HPBA Bylaws and HPBA Section Addendum.

To view the statement, please click on the blue highlighted text “Condition of eligibility for membership and agreement to abide by the bylaws, and membership policies of HPBA” that is above the checkbox. You may have to scroll back up the page to view the Sections Addendum text.

When you are finished reading the addendum, click “I Agree” and check the box to complete this area.

Paying for Dues

When you have completed filling out the form, you can click on the button “Pay Now” and you will be prompted to choose your payment.

Pay Via Credit Card

You may pay using a credit card, but please note there is a 2.4% surcharge on credit card transactions to cover merchant fees. Once you have filled out your credit card information, click “Submit Payment” to complete renewing your application.

Pay Via Check

To mail a check for your payment, click on the “Bill Me” option and “Submit Payment” to generate your invoice. Once generated, please print a copy of your invoice. Check payments must be made payable to Hearth, Patio & Barbecue Association, from a US Bank, payable in US dollars only.

Mailing address:

Hearth, Patio & Barbecue Association
PO Box 412397
Boston, MA 02241-2397 USA

Pay Via Electronic Payment, or Other Payment Type

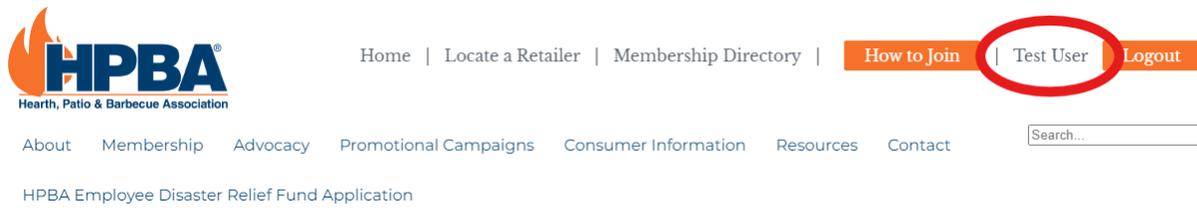
To pay with another payment type, click on the “Bill Me” option and “Submit Payment” to generate the invoice. Then, reach out to membership@hpba.org and notify the Membership Department the payment type you would like to use.

How to Update Your Profiles

Updating Organization Information

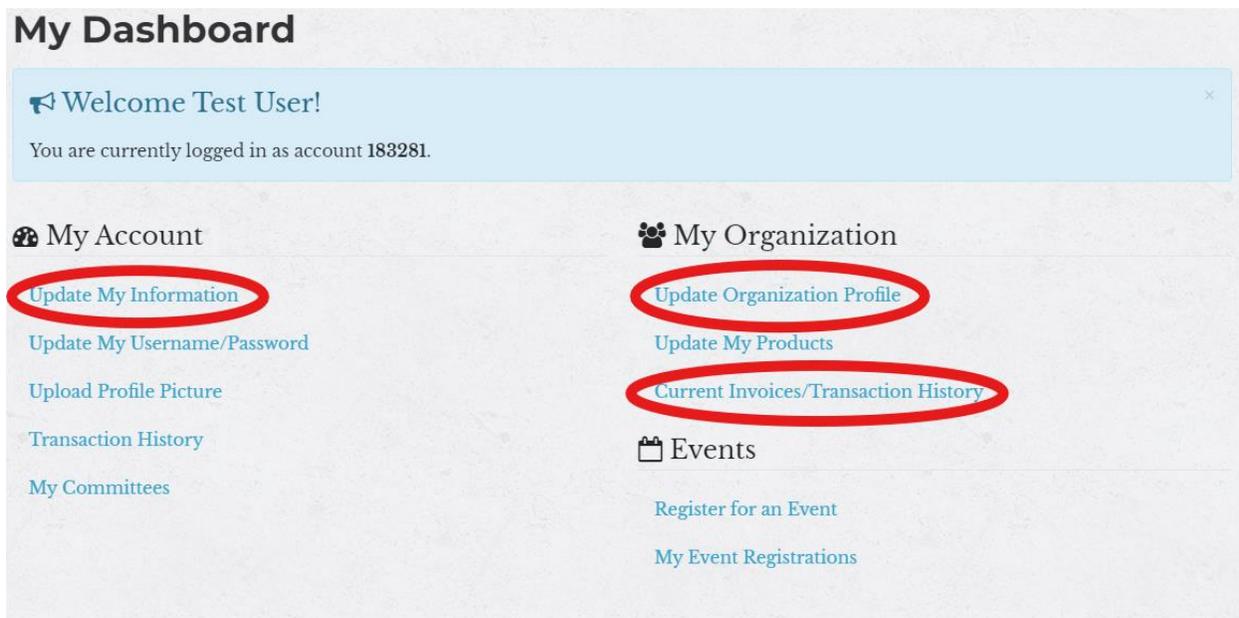
It is vital that members continuously update their organization information. To update your organization's information, you must be the primary contact for your member company. If you are not the primary contact or are unsure, please contact membership@hpba.org.

As the primary contact, log into your HPBA account. You can reference the [Logging In](#) section of this guide. Once you are logged in, click on your name at the top left corner of the page.



You will be taken to a dashboard that has option to do the following:

- Update Your Account Information
- Update Organization Profile
- Current Invoices/Transaction History



Update My Information

If you click into this option, you can update information about yourself. The most important information to update is always your contact information – this is what HPBA uses to directly communicate with members.

To update your phone and email, scroll down until you see the Work Phone and Email Address fields. Ensure they are filled out so we can send you updates about membership communications such as our newsletters or any breaking industry news that we have to share with you!

Primary Contact Information

Address Type	Work
Mailing Address *	10230 Sassafras Woods Court
Mailing Address Cont.	
City *	Burke
State/Province *	Virginia
Zip/Postal Code *	22015
Country *	Select One...
Work Phone *	703-455-8778
Work Extension	
Fax	
Cell Phone	
Home Phone	
Email Address *	test@hpba.com
Website	http://

Update My Organization

In this section, you can update information about your organization. Please ensure the address is correct and updated. This is the information we use to communicate to member companies directly.

Organization Basic Information

Organization Name * HPBA Test Account

UPLOAD COMPANY LOGO

Address * 10230 Sassafras Woods Court

Address Cont.

City * Burke

State * Virginia

Zip Code * 22015

Country * Select One...

Company Phone * 703-455-3778

Company Fax

Toll-Free Number

Company Email *

Company Website http://

If another user from your member company wants access to the HPBA website and its many resources, you can scroll to the bottom of this page and click on “Add A New User to My Company”.

Company Contact List

Below are the contacts that are linked to your company. To add a contact, select "Add a New User to my Company" at the bottom of the page. To have a contact removed, click the red 'X' next to the contact record. To change primary contact, please send an email to membership@hpba.org.

Contact Type	Full Name	Title	Email	Show in Directory?
Renewal Contact Exhibitor Contact	User, Test	Primary Contact		<input checked="" type="checkbox"/>

+ ADD A NEW USER TO MY COMPANY

Once you have clicked to add a new user, scroll up and you will be prompted to enter the new user's first name, last name, job title, and email address. Once they are added, contact membership@hpba.org so that we can finish setting up the account.

View Current Invoices/Transaction History

On the Current Invoices/Transaction History page, you can view all current invoices for your member organization. If you have any questions about these invoices or how to pay them, please contact membership@hpba.org.

Transaction History - 1 Invoice(s)

Display invoices from to

Invoice #	Payee Name	Invoice Date	Invoice Amt.	Balance Due
209684	HPBA BBQs	9/27/2024	\$150.00	\$150.00