



## FLA Collegiate Licensee Program

# Instructions to renew FLA Collegiate Licensee affiliation and download registration certificate

This document is for any company that is already affiliated with the [FLA Collegiate Licensee Program](#)<sup>1</sup> and continues to hold licenses with FLA University Members and/or the US Marine Corps. It contains instructions for renewing your annual affiliation with FLA. Renewal occurs each year in January. In addition to renewing your affiliation, be sure to review the other ongoing program requirements that licensors expect your company to complete.

Once renewal is completed, you can download a registration certificate and share it with your licensors, or the licensing agency that represent them, to share proof of your active affiliation.

As a reminder, this is the dues structure for FLA Collegiate Licensee affiliates is shown below. You may [download an excel calculator](#) to forecast your dues.

Base Dues	\$300
Calculation (This is added to the base dues)	\$100 per \$1 million in Consolidated Revenue
Maximum Dues	\$8,000

If you need to update your business name, address, or company representative contacts with FLA, please email [platformadmin@fairlabor.org](mailto:platformadmin@fairlabor.org).



### Video instructions:

- [How to renew affiliation on MyFLA](#)
- [How to download registration certificate on MyFLA](#)



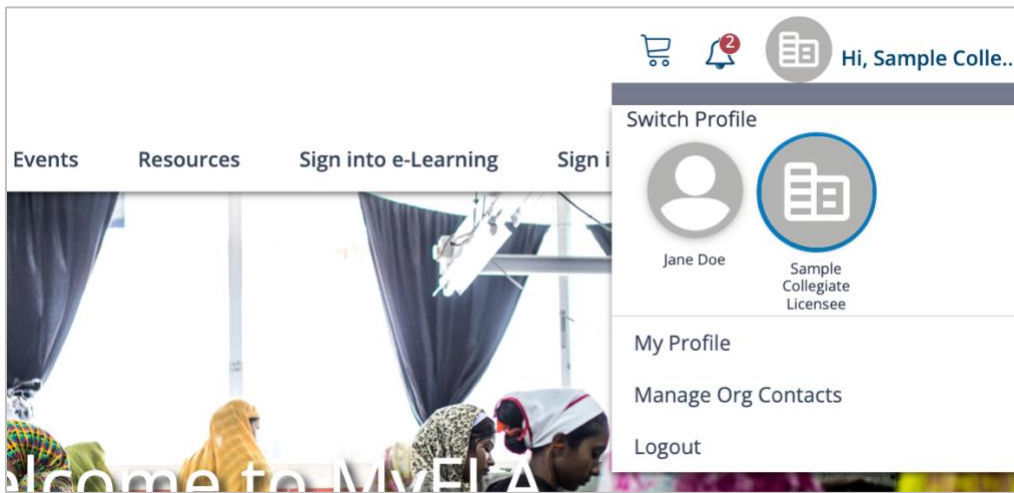
### Text instructions

- [How to renew affiliation on MyFLA](#)
- [How to download registration certificate on MyFLA](#)

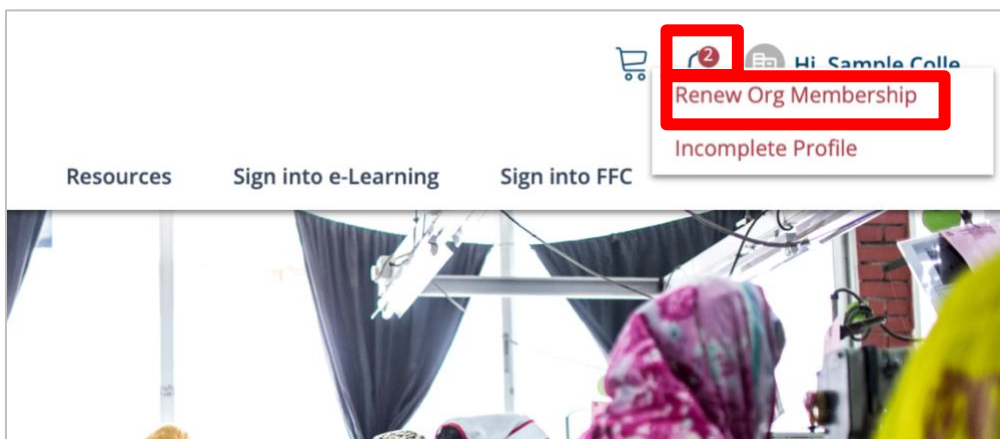
<sup>1</sup> For any companies that do not hold collegiate licenses but are in this program because of a license with the USMC, please note that you may consider any references to “collegiate” licensees to apply to you as a USMC licensee.

## How to renew affiliation on MyFLA

1. Sign into MyFLA by clicking on or pasting the following link into your browser (<https://fla.users.membersuite.com/auth/portal-login>).
  - If it is your first time signing in or if you forgot your password, then click **Forgot your password?** Type in the email address you use to receive FLA communications and click **Reset my password**. You should receive an email with a link to reset your password. Once your password is set, sign in to MyFLA. Contact [platformadmin@fairlabor.org](mailto:platformadmin@fairlabor.org) with any questions about signing in.
2. When presented with the option to select a profile, click on the **company profile**, not your individual profile. You can also select the company profile by clicking on the grey icon in the top righthand corner, and then click on your company name.



3. Within the company profile, click on the **notification bell**. Next, click **Renew Org Membership**. (Ignore the "Incomplete Profile" notification if you see it).





4. Answer the renewal questions (find more details on each question in the table below). Please do not enter "0" for any question. If the answer is 0, then enter "1". Also, please do not enter any characters including periods, commas, or dollar signs (whole numbers only).

Please enter your company's most recent consolidated annual revenue in US dollars.

Revenue is the total amount of money brought in by a company's operations. Negative numbers are not accepted, as it is not possible for revenue to be negative. If your company has zero revenue, please enter 1. Round up to the nearest dollar and use only whole numbers. Do not use decimals, commas, or dollar signs.

Please upload a document with proof of your company's consolidated revenue.

Acceptable documents include an internal income statement, profit and loss statement, annual report, tax return, IRS form 1120-W for estimated payments, or a letter indicating the company's total consolidated revenue that is signed by the owner, CEO, or CFO. These supporting documents will be kept confidential by the FLA and will only be referenced to confirm your annual FLA dues. Maximum file size: 3MB.

Please enter the amount of annual revenue derived from your collegiate licensing/USMC business in US dollars.

If you have just begun working in the collegiate business and have not yet generated any revenue from collegiate sales, please enter 1.

Please enter the total number of finished goods factories or suppliers used for your collegiate or USMC production. Include any facilities that apply collegiate/USMC marks or logos to your products (decorators/embellishers).

Please upload your company's most up-to-date code of conduct here.

Licensees of FLA University Member(s)/USMC participating in the Collegiate Licensee Program are required to adopt a code of conduct aligned with FLA standards. In 2026, FLA will review a random sample of licensee codes and provide direct, confidential feedback to support companies in improving code implementation. FLA has a [code of conduct resource](#) for affiliates in the MyFLA Resource Library. If your company does not yet have a code, please skip this question and email it to [platformadmin@fairlabor.org](mailto:platformadmin@fairlabor.org) once completed. If your code of conduct is on your website and you do not have a PDF or Word document version, please upload a screenshot of your code or a document that contains a link to your code on your website. Maximum file size: 3MB.

Please select one of the following statements that best describes the majority of your licensed product supply chain.

Even if your company sells/distributes licensed products via several sourcing streams, please select the sourcing/production stream that represents the most of your licensed product production.

5. Double check the accuracy of all the information you have entered, read the acknowledgements box, and click the **I agree** box.
6. Click **Update**.



7. On the following page, your licensee dues will be calculated. Select the affiliation type (Licensee) and click **Next**.

Affiliation Type	
Licensee	\$300.00

8. Then click **Add to Cart** and then **Checkout**. Take the following steps to pay.

Note: If you pay by credit card or ACH, then your registration certificate can be downloaded immediately after payment by following the instructions on the next page. If you pay by wire or check, the certificate will be available only once FLA receives the payment. Delays may occur with this method, particularly when checks are sent by mail.

9. **To pay by credit card or ACH:** click **New Payment Method**. Enter your credit card information or click “Add bank account” for ACH. Update or select your billing address, and then click **Checkout**.
10. **If you can only pay by check or bank transfer:** click **New Payment Method**, update or select your address, and then **Checkout**. Then go to the homepage of MyFLA. At that point, there will be two notifications in the top right. Click on the first notification for **Outstanding Balances**. Then your invoice will appear, and you’ll need to click on **View** to the right of the invoice number. The invoice will contain instructions to pay by check or wire.

Outstanding Balances (1)

Renew Org Membership

Sample Collegiate Licensee  
Washington, DC

My Info | **Membership** | My Account

Outstanding Balances

Invoice #16872 **View**  
Date: 12/08/2022

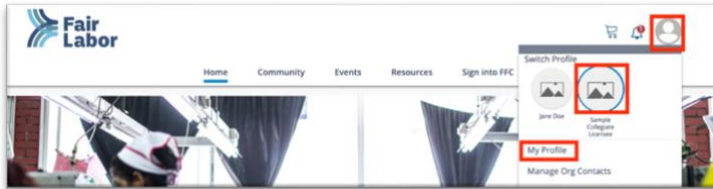


## How to download registration certificate on MyFLA

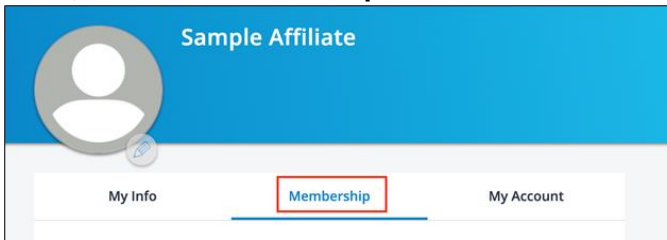
Registration certificates may be required by licensors or agents to prove current FLA affiliation.

Note: If you paid your affiliation dues by credit card or ACH, then your registration certificate can be downloaded immediately after payment by taking the steps below. If you paid by wire or check, the registration certificate will be available only once FLA receives the payment. Delays may occur with this method, particularly when checks are sent by mail.

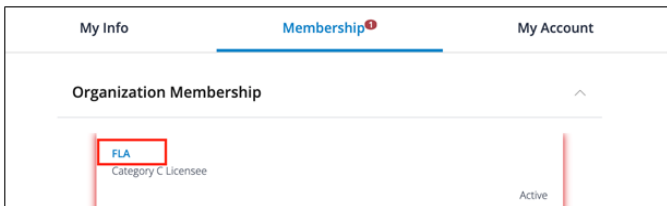
1. After completing the renewal instructions and paying dues, return to the MyFLA homepage.
2. Click on the silhouette icon, then click your company name, and then click **My Profile**.



3. Then, click on **Membership**.



4. Then click **FLA**.



5. Then scroll down to Membership Tasks and click **Download My Membership Card**.



6. A new tab or new window will pop up with a PDF showing your registration certificate. If this does not happen, you may have a pop-up blocker turned on.
7. If the Registration Certificate says that your renewal/registration is incomplete, or if the expiration date is in the past, then your payment has not been processed.
8. If you have any questions, contact [Renewals@fairlabor.org](mailto:Renewals@fairlabor.org).