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[1] 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 payment for annual renewal is posted, you can download your affiliation card 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 have questions or need to update your business name, address, or list of company representatives, please email licenseeprogram@fairlabor.org.

▶ **Video instructions**:

- How to renew affiliation on MyFLA
- How to download registration certificate on MyFLA

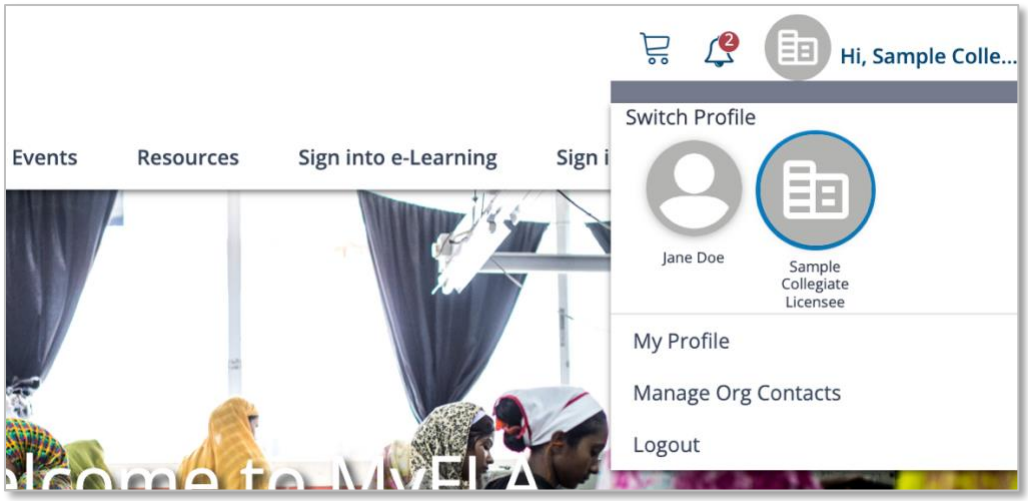
Text instructions

- How to renew affiliation on MyFLA
- How to download registration certificate on MyFLA

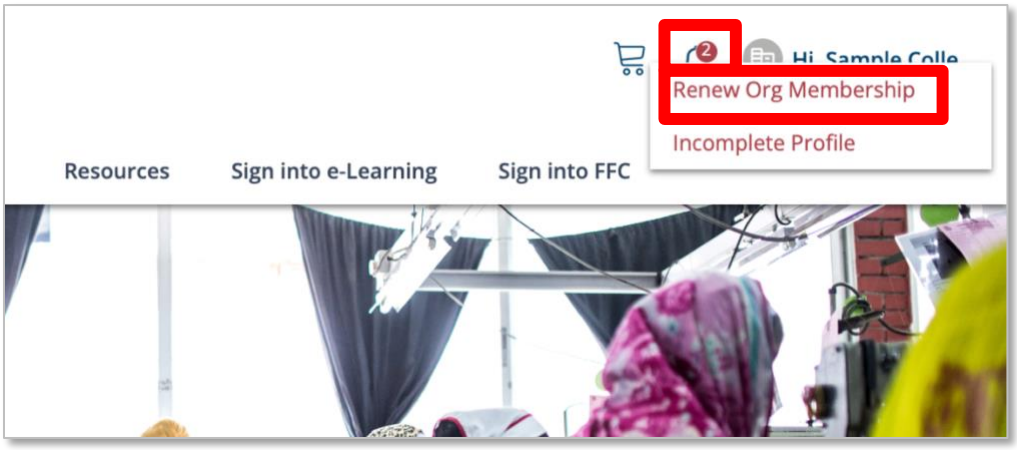
[1] For any companies that do not hold collegiate licenses but are in this program because of a license with the USMC, please note that you may consider any references to "collegiate" licensees to apply to you as a USMC licensee.

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 your email address and click **Reset my password**. You will receive an email with a link to reset your password. Once your password it set, sign in to MyFLA.
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 circle 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).

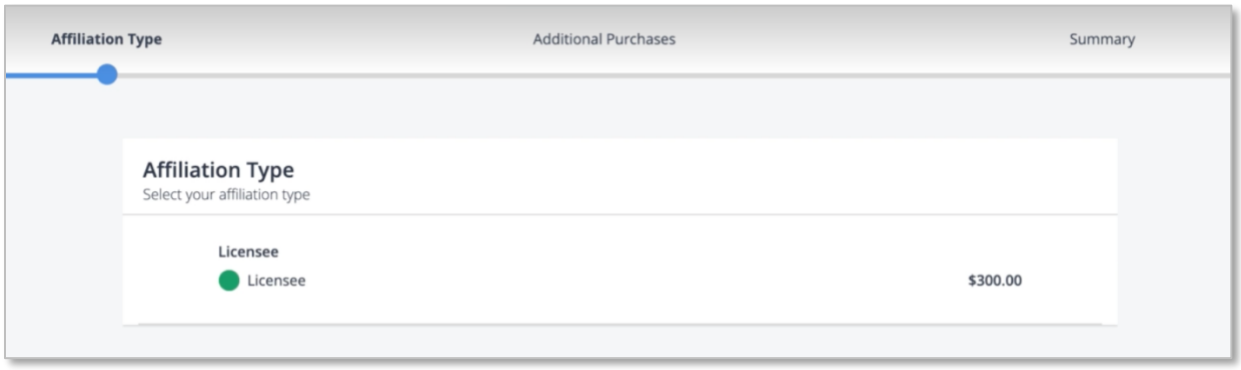


4. Answer the renewal questions shown in the table below. Please do not enter "0" for any question. If the answer is 0, then enter "1". Please only type whole numbers and do not include any periods, commas, or dollar signs.

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 licenseeprogram@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**.



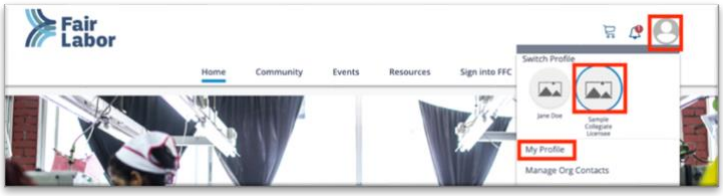
8. Then click **Add to Cart** and then **Checkout**. On the Checkout page, choose your payment method from the options below and follow the instructions for your chosen method. Please note that your registration certificate only becomes available once payment is posted. Depending on the payment method used, this can delay the process of receiving your affiliation card. Please note the typical processing times below.
    - **Credit card (payment posts immediately):** click **New Payment Method**. Enter your credit card information. Update or select your billing address, check the box that says "I authorize Fair Labor Association to charge the account selected for the amount shown above," and then click **Checkout**.
    - **ACH (payment posts within 3 days of receipt):** Click **New Payment Method**. Click **Add bank account**. Update or select your billing address, check the box that says "I authorize Fair Labor Association to charge the account selected for the amount shown above," and then click **Checkout**.
    - **Check or bank transfer (payment posts within 3 days of receipt)**: click **Pay Later** and then **Checkout**. You will receive a notification, click **Go Home**. You will be taken to the MyFLA home page. Click on the silhouette icon in the top right corner and click on your company name. There will be a notification in the top right. Click on **Outstanding Balances**. Then your invoice will appear, and you'll need to click on **View** to the right of the invoice number. The invoice opens in a new tab and contains instructions to pay by check or wire.
9. When payment is posted, the billing contact email address will receive a confirmation email. At this point, you can download your registration certificate with the instructions on the next page.
10. More program information will be emailed within a week of renewing with FLA's Collegiate Licensee Program.

How to download registration certificate on MyFLA

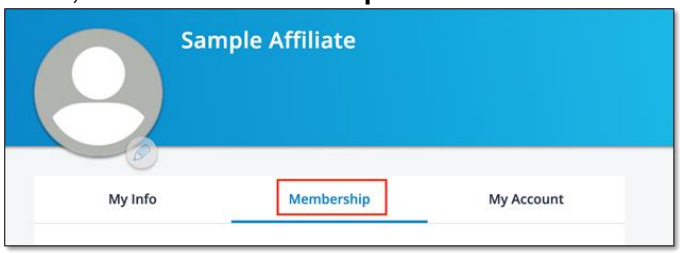
Registration certificates may be required by licensors or agents to prove current FLA affiliation. You can download your certificate by following the steps below or watching this video tutorial.

Note: Your registration certificate only becomes available once payment is posted. Depending on the payment method used, payment processing times can delay the creation of your affiliation card.

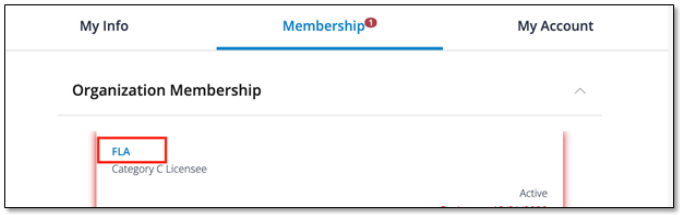
1. After completing the renewal instructions and paying dues, return to the MyFLA homepage.
2. Click on the silhouette icon, then click your company name, and then click **My Profile**.



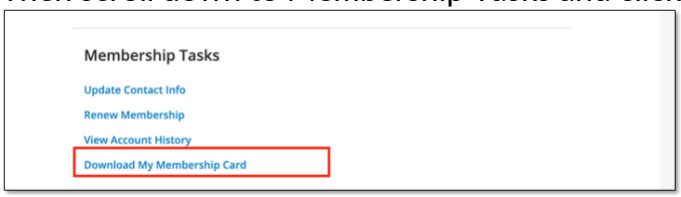
3. Then, click on **Membership**.



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 licenseeprogram@fairlabor.org.