Hello, Please update this member account as follows and let me know if you have any questions.

Thank you,

# Transaction Type: Consortium Renewal

1. Increase the Anticipated Amount by $XX,XXX. New total = $XX,XXX.
2. Make the same changes above to the associated parent accounts:

[account number] Parent – Revenue Accounts

[account number] Parent – Expense Account

1. Extend the Project Anticipated End Date to: MM/DD/YYYY also to parent accounts if applicable
2. Add payments to the payment schedule: MM/DD/YYYY $XX,XXX
3. Add general comment to the parents accounts and member child: $XX,XXX added to the anticipated total for membership renewal of [member] per OST [ticket number]
4. (If the member name is not already in this format) Please update member contact(s) to:

Sponsor Technical Contacts: [contact name and email]

Sponsor Billing Contact: [contact name and email]