

# Instructions for **RENEWING** your AAUW Membership

**Note to Dual Members: Please see special instructions at end of this email if you are a member of more than one Branch.**

**To pay dues Online with Credit Card: Go to [my.aauw.org](http://my.aauw.org)**

1. If you have not created a new login password using your email please use steps 2-4, if you already have a new login then go to step 5.
2. Scroll below the blue login button and click **Forgot Password** at the bottom.
3. Enter your email address, then click **Reset your Password** to receive your login email.
4. Once the email arrives, enter you email address and **Create and Confirm your Password** and access your **Personal Snapshot**.
5. Within your **Personal Snapshot**, click the blue **RENEW** button at the bottom.
6. Review your personal data, update if needed.
7. Review degree data and modify if needed. Follow onscreen directions. You will need to supply a date for your degree. An estimated date is fine. Look for small calendar icon to input date.
8. Lifetime or National Dues? Select **National** unless interested in purchasing Lifetime membership for \$1340 = 20 years of National Dues. (Honorary and Paid Lifetime members: National dues will be waived.)
9. Check Yes to add your Branch membership. There is a scroll bar on the right side of display. Scroll down to select **CO8018-Longmont Branch dues**. Click the checkbox. Scroll to bottom of screen to click Next.
10. Confirm that **Colorado State dues** is checked. Scroll to bottom of screen to click Next.
11. You will be redirected to payment screen to use your debit or credit card to pay.
12. If paying by check, the Finance Officer will process your renewal and payment.
13. Once your payment has been received by National a confirmation email receipt will be sent to you.

To pay dues by Check: Make check payable to Longmont AAUW Inc.

Mail check to: Vicki Moran  
1337 Torreys Peak Drive  
Longmont, CO 80504

**Dual Members: You must pay online. Follow directions above except for:**

9. Check Yes to add your Branch membership. There is a scroll bar on the right side of display. Scroll down to select CO8018-Longmont Branch. Click the checkbox. **Select additional branch(es) and click the checkbox.** Scroll to bottom of screen to click Next. You will be prompted to select one Branch as primary.
10. Confirm that Colorado State dues is checked. **If your other branch is in another state, select that state and click the checkbox.** Scroll to bottom of screen to click Next.