

Instructions for **RENEWING** your AAUW Membership

Note to Dual Members: See special instructions below if you are a member of more than one Branch.

To pay dues Online with Credit Card: Go to my.aauw.org

1. Enter your email and password. Click *Log In*.
Note: If you have forgotten your password, click *Forgotten your password?* and follow the instructions.
2. Once logged in you will be taken to your **Personal Snapshot**. Scroll down and click **RENEW**.
3. Review your personal data, update if needed. Please review your My Education profile by clicking on this tab in the left-hand menu. Update as needed. Click *Next*.
4. Lifetime or National Dues? Select **National** (unless interested in purchasing Lifetime membership for \$1440 = 20 years of National dues) Click *Next*.
5. Click *Yes* on Branch or State Membership. Click *Next*.
6. Scroll down to select **CO8018-Longmont Branch Dues**. Click the checkbox. Scroll to bottom and click *Next*. Verify that your primary branch shows Longmont and click *Next*.
7. Verify that **Co-Colorado State Dues** is checked. Scroll to bottom and click *Next*.
8. Click *Yes or No* to include a donation to the national Greatest Needs Fund. If yes, follow the instructions. Click *Next*.
9. Verify your membership selections and total payment amount.
10. You will be redirected to a payment screen to use your debit or credit card to pay. Enter your payment information and click *Submit*. Once you have completed your renewal application and payment, you will receive a confirmation email from National AAUW (infosf@aauw.org).

While you are renewing you can review and update your degree information. Click on **My Education** in the left-hand menu and follow the directions. Review degree data and modify if needed. Follow onscreen directions.

If you are not able to renew online with a credit card:

1. Make your check payable to **Longmont AAUW Inc.**
2. Mail check to: Carol Brookshire, 4625 Sylvia Ln, Erie, CO 80516
3. Carol will contact you if any additional information is needed.

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

1. Check *Yes* to add your Branch membership. Scroll down to select CO8018-Longmont Branch Dues. Click the checkbox. **Select an additional branch(es) and click the checkbox.** Scroll to bottom and click *Next*. You will be prompted to select one Branch as primary.
2. Verify that Colorado State Dues is checked. **If your other branch is in another state, select that state and click the checkbox** as well. Scroll to bottom and click *Next*.