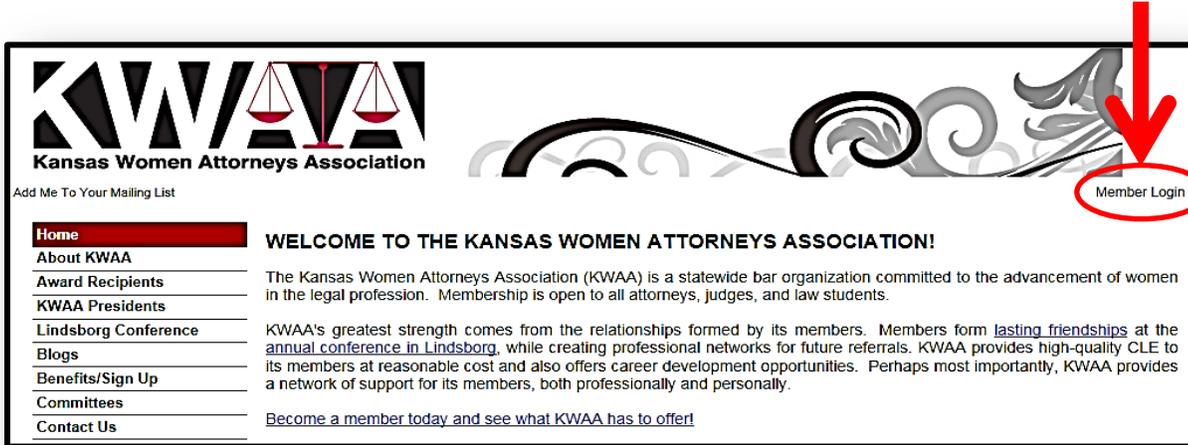


Membership & List Serv - Frequently Asked Questions

Have I renewed my membership?

Membership in KWAA and inclusion on KWAA's List Serv are not the same. You may be receiving emails on the List Serv, but your membership could be expired. If you are not sure whether your membership is expired, visit <http://www.kswomenattorneys.com> and click "Member Login" on the top right corner of the page.

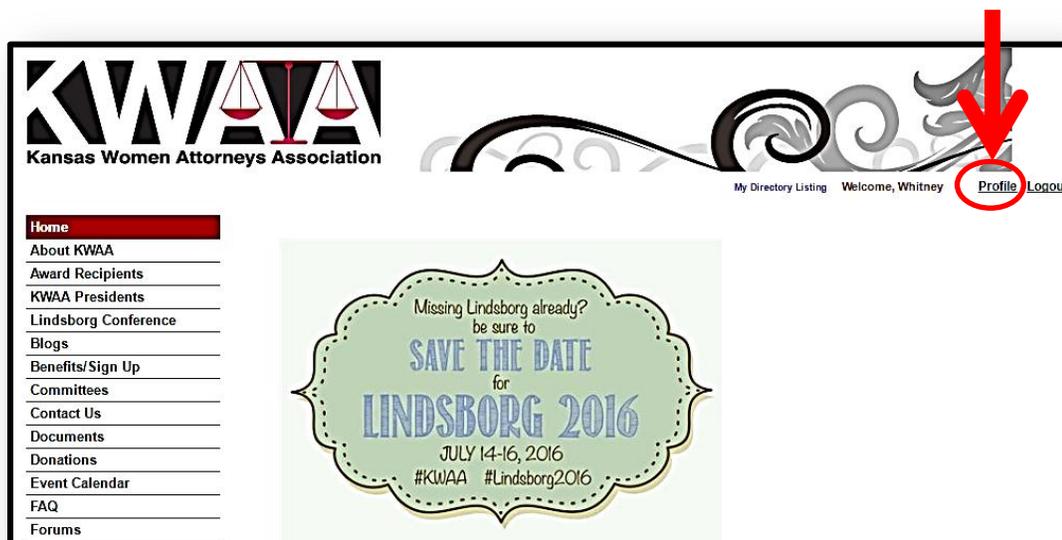


On the login page (shown below), enter your username and password. If you do not remember your username or password, simply click "Forgot My Username/Password." You will be prompted to enter your email address

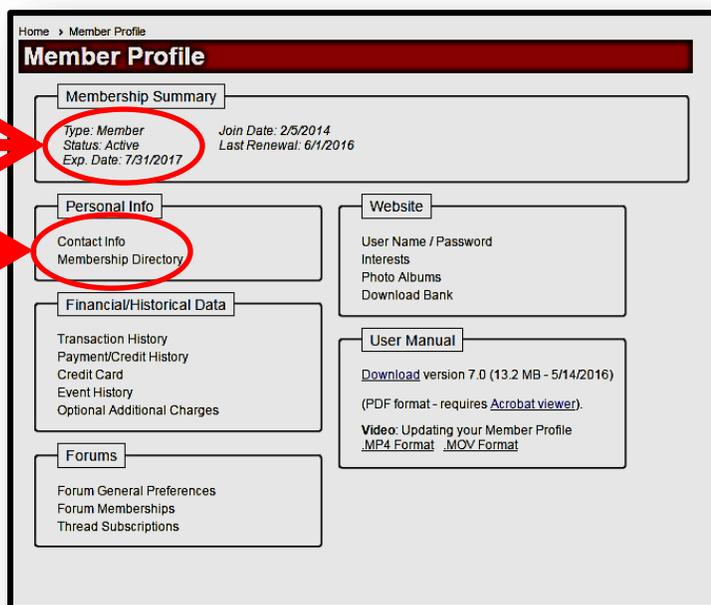
and first name. You will then receive an email with your username and a temporary password that you can use to log in with. If your email has changed since the last time you logged in and you no longer have access to your old email, contact Membership Chair Whitney Casement at w.casement@gmail.com.



Once logged in, click the “Profile” link on the top right corner of the page.



The next screen will have your membership information.



You can also use this page to update your contact information so that it can be updated on KWAA’s List Serv, which is managed separately from the website. In addition, you may want to update your information in the website membership directory, including your current workplace, contact information, and even a professional photo.

How do I renew my membership?

If your member profile indicates that your membership has expired, simply click the red “**Renew Now**” link and follow the directions to renew your membership.

I always renew when I register for the Lindsborg conference. Can I still do that?

Yes. Go through the above process for renewal. When you get to the payment screen, cancel the payment process. The system will show that you owe money. When you separately register for the conference, once you reach the payment screen for the conference registration, it will list two payments owing: one for membership and one for conference registration. Using this process insures that your membership is renewed without volunteer data entry intervention. **Be aware:** do not also mark renew membership as an option when you register for the conference, or you will pay for your membership twice.

How do I get added to or update my email address on KWAA's List Serv?

Good news! You can add yourself to or update your email address on KWAA's List Serv. Simply, go to <http://lists.washlaw.edu/mailman/listinfo/jmkc> and enter your information as shown below.

Subscribing to JMKC

Subscribe to JMKC by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. Once confirmation is received, your request will be held for approval by the list moderator. You will be notified of the moderator's decision by email. This is also a private list, which means that the list of members is not available to non-members.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options. Once a month, your password will be emailed to you as a reminder.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

Would you like to receive list mail batched in a daily digest? No Yes

Didn't find the answer you were looking for? Still need help?

If the above information does not answer your questions about KWAA's List Serv or your membership, please feel free to contact Membership Chair Whitney Casement at w.casement@gmail.com. She will be glad to help!