

## **How to Renew Your Already Existing Organizational Membership**

If you are currently part of a group membership, the primary contact of the membership is the one responsible for initiating the renewal process. If you are the primary contact, you may follow the steps below to complete the renewal process online:

1. Login to your membership account.
2. Click on My Profile under the My Options drop down near the top right of the site
3. In My Profile, click on the group profile in the "About This User" box.
4. From either the Profile or Membership tab in the group profile, you can then select "Renew Membership" from under the Actions drop down menu.
5. Once you select "Renew Membership" you can then select the appropriate membership type you would like to renew as. Your current membership type will default as the selected option.
6. After the type is selected, complete the steps to update your group or company profile.
7. Once completed, you can continue through the billing step to generate your invoice and provide payment by credit card or check.