

CFUW Kanata 2017 – 2018 [Online](http://www.cfuwkanata.ca) Membership Renewal

Step One – Edit (update) your Member profile

- Go to CFUW Kanata Website, www.cfuwkanata.ca (Don't forget the www.)
- If not already logged in, proceed as below:
 - a. Click on [Members](#) – on the long black bar
 - b. Fill in your email and password, click remember me, then login (if you don't remember your password, click on forget password, and follow the prompts)
 - c. Accept terms of use. Press continue
- Join/Renew
 - Click on [Join](#) on the long black bar at near the top of the page
 - Click on [Register Online](#)
 - Click on yellow bar where it says [Edit your Member Profile](#)
 - [Click Edit Profile](#): grey box below My profile
 - Update your phone number or address, if necessary
 - [Group Participation](#): Skip (for internal use only)
 - [Waiver Form](#): Click on Yes
 - [Use of Photographs](#): Click on Yes or No
 - [Interest Groups](#): Click on Yes, to indicate you have read statement below
 - [I am willing to volunteer with](#): Click on/update areas
 - [Interests or Skills](#): Type in blank box
 - [Convener of Interest Groups](#): Type in current or future willingness
- Click on Save, lower left corner, which brings you back to My profile page. Note: "Member since" may be incorrect – contact cfuwkanata.membership@gmail.com if you want it changed

Step Two - Pay for your Membership either Offline by **Cheque** or Online by **Credit Card**

- After you have saved your updated profile and checked the waiver, it will bring you back to My profile/ Membership details
 - Under Membership details, go to [Renewal due on 01 Jun 2017](#)
 - Click on the shaded box ["Renew to 01 Jun 2018"](#).
 - Review your profile to confirm the details. (Note "New" members this past year, will want to change their membership to Full Member), then Click on update and next
 - Click on View/Pay Invoice online or Invoice #
 - [Pay Online](#): means paying with a credit card, click on it and it will direct you to Pay Pal, (you don't need to open a PayPal account)
 - [Pay Offline](#): means writing a cheque and mailing it to the Membership Convener at the address indicated on invoice. You will also receive the invoice by email
 - Consider making a separate donation to CFUW Kanata Scholarship Trust, details on Invoice
 - You will get an emailed receipt for payment automatically if you pay online but if you pay by cheque, a receipt will only be issued once your cheque is received by the Membership Convener

