



Guideline for Membership Renewal 2021-2022

Step 1 – Update your Member Profile

- Go to the website <https://cfuwkanata.ca/> click on **Log in** (upper left corner)
- If you don't know your password, click on **Forgot Password** and follow the prompts
- Click on **your own name** in the upper left of your screen
- Click on **Edit Profile** and update your information including your volunteer interests
- * Make sure you press **Save**

Step 2 – Membership Details

NOTE: If you were a new member last year, click **Change**, then select **Full Member**

- Click on **Renew to 01 June 2022**
- If all looks good, double click on **Update** and **Next**
- Click **Invoice me**

NOTE: You can stop at this point and make your payment later if you prefer. Next time you login, click on your name and continue to Step 3

Step 3 - Payment

- Click on **View/Pay Invoice** in the yellow box
- To pay offline (i.e. by cheque) follow the directions in the yellow box

Support for Scholarships

Please consider making a separate donation to **CFUW Kanata Scholarship Trust**.

Details are on your invoice. We rely on charitable donations to help selected students further their education. You will get an emailed tax-deductible receipt for payment when your cheque is received by the Membership Convenor.

Questions? Call **613-270-9844** or email [Jennifer, Membership Convenor](mailto:Jennifer@cfuwkanata.ca)