

Renewing CFUW Kanata Membership 2018-2019

Step 1 – Update your Member Profile

- Go to the website: www.cfuwkanata.ca and click **log in** (upper left corner)
- if you have forgotten your password, click on forgot password and follow the prompts
- Click on your name in the upper left
- Click on **Edit profile** and update information including your volunteer interests
- Make sure you press **Save**

Step 2 – Membership Details

N.B. If you were a new member last year, click **change**, then select Full Member

- Click on **Renew to 01 June 2019**
- 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 **Click on View/Pay Invoice** in yellow box
- To pay by Credit card, click on **Pay online** in the yellow box
- To pay offline (i.e by cheque) follow directions in yellow box

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 Convenor

Questions? Call or email Jennifer Rose, Membership Convenor
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