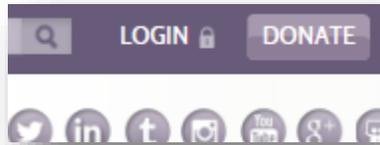


# SWE MEMBERSHIP RENEWAL INSTRUCTIONS

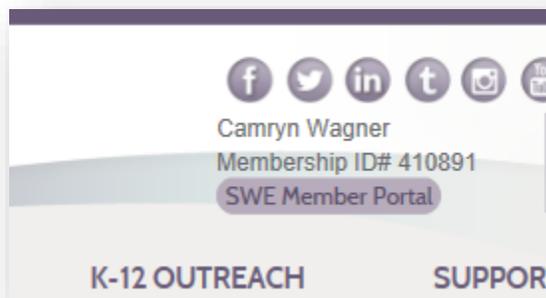
---

Use these instructions to renew your SWE membership via the online Member Portal.

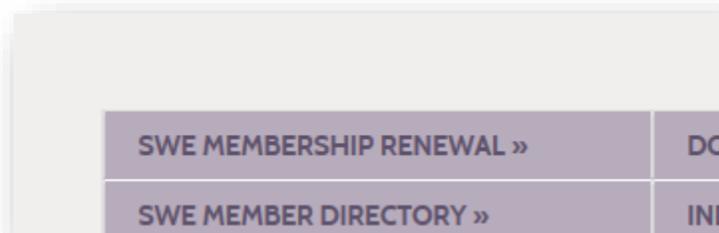
1. Navigate to [www.swe.org](http://www.swe.org).
2. Click the **Login** button at the top-right corner of your screen and enter your login information.



3. When you've logged in, your name and ID number will appear in the top-right corner of your screen. Click the button that says **SWE Member Portal**.



4. From the Portal main menu, click **SWE MEMBERSHIP RENEWAL**.



# SWE MEMBERSHIP RENEWAL INSTRUCTIONS

- On the next page, you will be shown the membership order that was automatically created for you by the SWE database. To pay for the existing membership order, **check the box** next to the order and select **Add to Shopping Cart**.

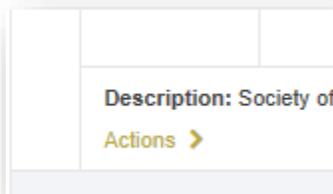
Open Invoices

<input checked="" type="checkbox"/>	Invoice Date	Due Date	Balance
<input checked="" type="checkbox"/>	03/29/2017	07/01/2017	Professional Membership Renewal \$100.00

Balance Due: **\$100.00**

OR

- If you would like to **adjust** your membership order, click the link titled **Actions**, located below your membership order.



- Select your adjusted membership** from the drop-down menu that appears.

Membership Level Professional - Professional Member ▼

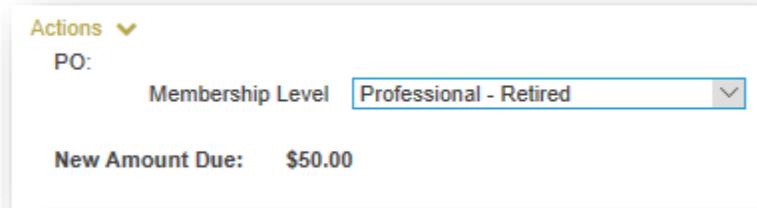
New Amount Due:

- Professional - Back to School
- Professional - Joint SHPE
- Professional - K-12 Educator
- Professional - Professional Member
- Professional - Retired
- Professional - Unemployed

# SWE MEMBERSHIP RENEWAL INSTRUCTIONS

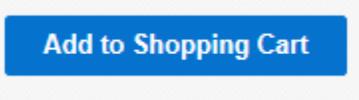
---

8. Your **adjusted membership fee** will appear.



Actions ▾  
PO: Membership Level Professional - Retired ▾  
New Amount Due: \$50.00

9. **Click the Add** to Shopping Cart button.



Add to Shopping Cart

10. Next you will be taken to the Checkout page, where your order summary will appear under Shopping Cart Contents. **If you would like to donate to SWE**, click the blue Continue Shopping link.



Shopping Cart Contents	
Item Description	Subtotal
Society of Women Engineers - Professional - Retired (07/01/2016-06/30/2017)	\$50.00

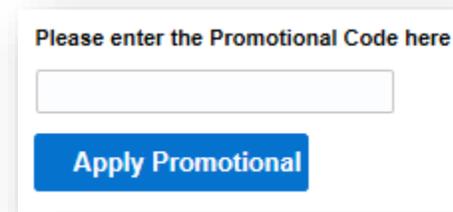
[Continue Shopping](#)

Total Amount : \$50.00

# SWE MEMBERSHIP RENEWAL INSTRUCTIONS

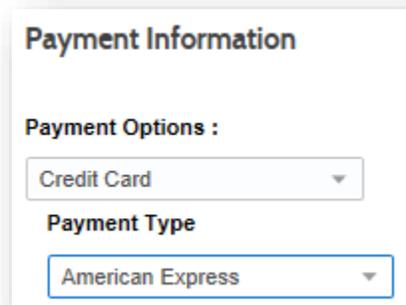
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11. If you have been **given a promotional code**, enter it into the Promotional Code type-box.



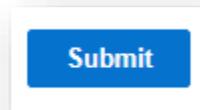
A screenshot of a web form element. At the top, it says "Please enter the Promotional Code here". Below this is a white rectangular input box. Underneath the input box is a blue button with the text "Apply Promotional" in white.

12. When you are satisfied with your order, **enter your payment information**.



A screenshot of a "Payment Information" form. The title "Payment Information" is at the top. Below it, the text "Payment Options :" is followed by a dropdown menu showing "Credit Card". Underneath, the text "Payment Type" is followed by another dropdown menu showing "American Express".

13. When you've entered your information, scroll down and click **Submit** to enter your payment information.



A screenshot of a single blue button with the word "Submit" in white text.

14. **You have successfully renewed your SWE membership.** If you would like to update your SWE section, refer to the SWE document titled Section Transfer Instructions.
15. **[Navigate back to the SWE website](#)** and start browsing to see how you can be a positive influence in your workplace, your community, and SWE!