

To LOG IN

1. MY ACCOUNT > LOGIN

Enter User Name and Password

2. Your membership Portal will be displayed

TO RESET LOST PASSWORD

1. Click on “Lost Your Password” link on logon page
2. Follow the instructions on the next page
3. You should receive a reset message in about 15 minutes (If you don't receive it, Please check your spam folder.)

NOTE: If you need any logon assistance, please contact membership1@womenonwheels.org.

Membership renewals and changes in membership type can only be done during your renewal period which is 30 days BEFORE OR UP TO THE DAY of your expiration date.

TO RENEW YOUR same MEMBERSHIP type:

1. Click on the **Renew Your Membership**
2. Fill in all required fields
3. Authorized Signature = type your name
4. Enter your payment information
5. Click on Sign Up Now to pay and submit

TO CHANGE YOUR MEMBERSHIP TYPE:

1. Click on the **Change Membership**
2. Select the new Membership type you want
3. Click on Sign up now
4. If two memberships appear, click the red 'X' to delete the membership you no longer want
5. Click on Proceed to checkout
6. Complete the payment information
7. Click Sign Up to pay and submit

IF YOU ARE RENEWING AFTER YOUR EXPIRATION DATE:

Click on the “**Lapsed Membership? Rejoin**— and click on the membership plan you want

Everyone needs to check their billing and shipping addresses.

TO UPDATE BILLING AND/OR SHIPPING ADDRESS:

1. On left side click on **Update My Shipping/Billing Address**
2. Select “EDIT: next to the address you need to update
Note: these addresses will be used to mail printed magazines
3. Be sure you hit save at the bottom of the page BEFORE leaving

MEMBERSHIP NUMBER, JOIN DATE & EXPIRATION DATE:

This information is displayed on your membership portal

TO CHANGE YOUR NAME and/or EMAIL ADDRESS:

1. Logon, Your Membership Portal page will be displayed
2. From Portal page click on **EDIT YOUR PASSWORD/ACCOUNT DETAILS**
3. The form will populate with your information. Update any information, then scroll to the bottom of the page and click on **SAVE CHANGES**