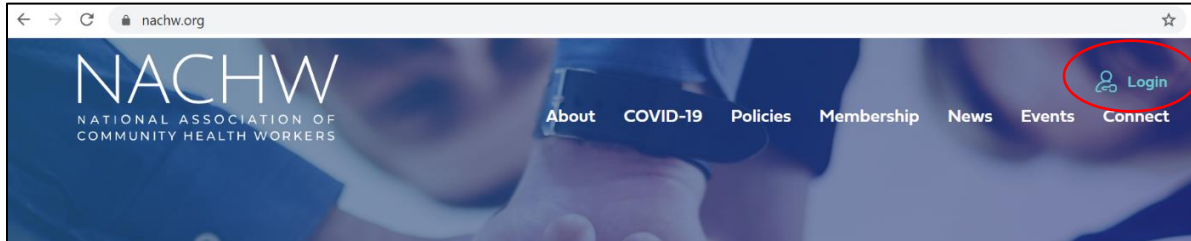


## How to Renew Your NACHW Membership Online

1. Navigate to [www.nachw.org](http://www.nachw.org). On the homepage, click **Login** in the top right-hand corner of the homepage.



2. Once logged in, navigate to the member dashboard and click on **Edit Profile**.



3. You will be brought to your profile, where you can update your biographical information. On the lower right side of the screen will be your membership plan details, including your renewal date and membership cost. To renew your membership, you are going to press **Click to Update** under Account Details.

A screenshot of the NACHW Member Profile page. The page is divided into three main sections: Member Details, Account Details, and Membership Plan. The Member Details section includes input fields for Organization Name, Network Name, First Name, Last Name, Work Email, and Work Phone. The Account Details section shows Email, Password, and a 'Click to update' button circled in red. The Membership Plan section displays 'NACHW Annual Subscription', 'Cancel Account', 'Cost \$20.00 / year', and 'auto-renews on July 1, 2021'. A Privacy - Terms link is visible in the bottom right corner.

4. If you are ready to renew your subscription at this time: On the Account Details page, you will click on **My Subscriptions** on the left-hand side menu.

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## Account details

- Dashboard
- Orders
- **My Subscription**
- Downloads
- Addresses
- Payment methods
- Account details
- Logout

First name \* [Redacted]

Last name \* [Redacted]

Display name \* [Redacted]  
*This will be how your name will be displayed in the account section and in reviews*

Email address \* [Redacted]

[Password change](#)

5. Click on **Renew Now**.

• Dashboard

• Orders

• **My Subscription**

• Downloads

• Addresses

• Payment methods

• Account details

• Logout

|                   |   |
|-------------------|---|
| Status            | Active  |
| Start date        | June 9, 2020  |
| Last order date   | July 1, 2020  |
| Next payment date | July 1, 2021  |
| Payment           | Via Visa card ending in [Redacted]  |
| Actions           | <a href="#">Cancel</a> <a href="#">Change payment</a> <a href="#">Renew now</a> |

## Subscription totals

6. You will be brought to the checkout page. Enter your information and either use the existing card (the one you used to sign up for membership) or a new card. Click **Place Order** when done and your membership is renewed at your renewal date.

|                 |                |
|-----------------|----------------|
| CHW Member x 1  | \$20.00        |
| <b>Subtotal</b> | <b>\$20.00</b> |
| <b>Total</b>    | <b>\$20.00</b> |

Use a new payment method

Use an existing payment method

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

[Place order](#)

7. Check your email for a receipt from NACHW detailing the transaction.
8. If you are not ready to renew membership but want to change your payment method for future use: On the Account Details page, click on **Payment Methods**

NACHW About COVID-19 Policies Membership News Events Connect

## Account details

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First name \* [Redacted]

Last name \* [Redacted]

Display name \* [Redacted]  
*This will be how your name will be displayed in the account section and in reviews*

Email address \* [Redacted]

[Password change](#)

9. In the gray box will be the card you used when first obtaining NACHW membership. To add a new card, click the circle for **Use a new payment method** and a box will appear in which to enter your card information. When finished, click the **Change Payment Method** button and this card will be stored for future renewal.

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## Change payment method

Choose a new payment method. Next payment is due July 1, 2021.

| Product          | Quantity | Totals                |
|------------------|----------|-----------------------|
| CHW Member       | 1        | \$20.00 / year        |
| <b>Subtotal:</b> |          | <b>\$20.00</b>        |
| <b>Total:</b>    |          | <b>\$20.00 / year</b> |

Visa ending in [Redacted] (expires 06/24)

**Use a new payment method**

**Change payment method**

**Thank you for being a part of NACHW!**