How to Renew Your NACHW Membership Online


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.
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.

![Account details section](image)

5. Click on **Renew Now**.

![Subscription totals](image)

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.
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

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.

Thank you for being a part of NACHW!