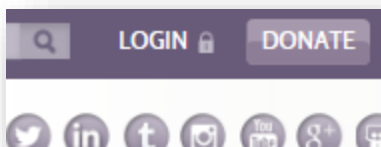
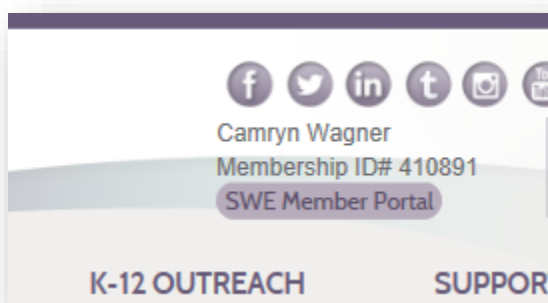


SWE MEMBERSHIP RENEWAL INSTRUCTIONS

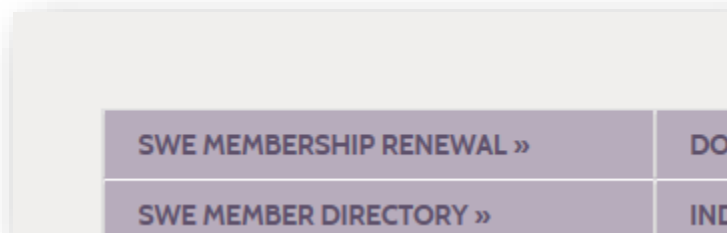
1. Navigate to www.swe.org.
2. Click the **Login** button at the top-right corner of your screen and enter your login information.



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**.

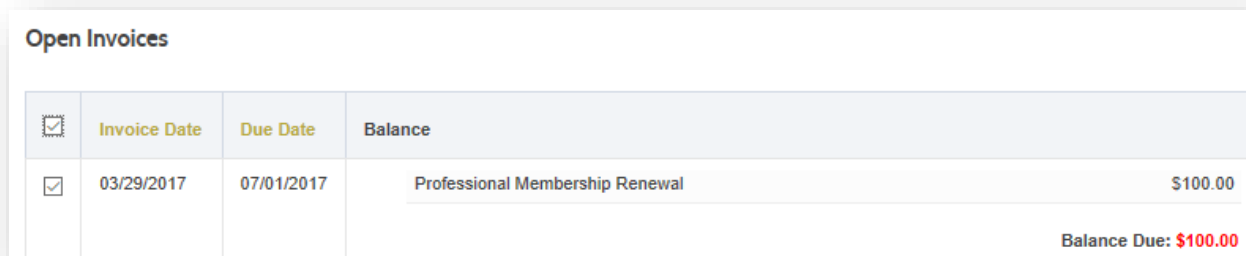


4. From the Portal main menu, click **SWE MEMBERSHIP RENEWAL**.



SWE MEMBERSHIP RENEWAL INSTRUCTIONS

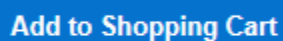
- On the next page you will be shown the membership order that was automatically created for you by the SWE database. To pay for the existing membership order, **check the box** next to the order.



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

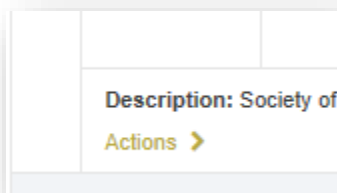
Balance Due: **\$100.00**

- Click the button that says **Add to Shopping Cart**.

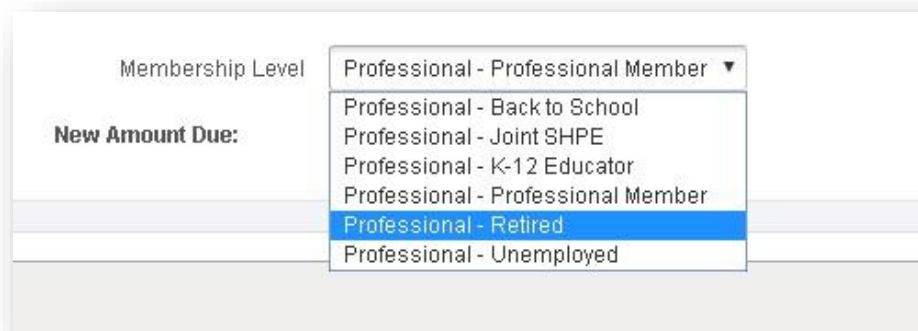


Add to Shopping Cart

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



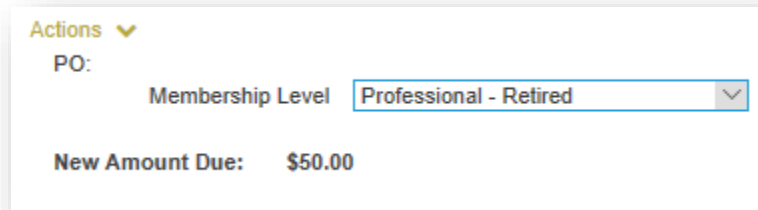
- Select your adjusted membership** from the drop-down menu that appears.



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

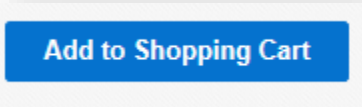
SWE MEMBERSHIP RENEWAL INSTRUCTIONS

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



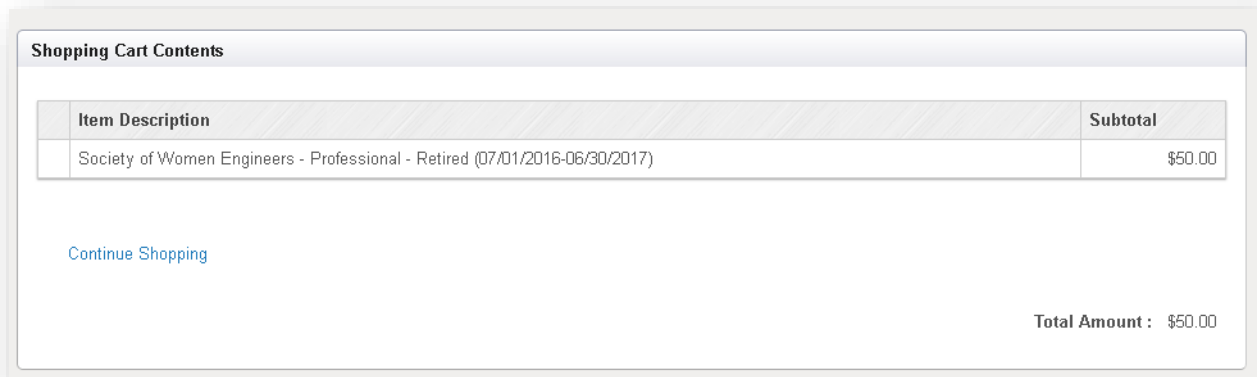
Actions ▾
PO:
Membership Level Professional - Retired ▾
New Amount Due: \$50.00

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



Add to Shopping Cart

11. 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.



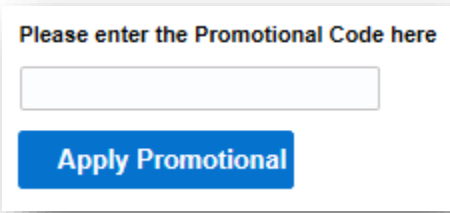
Shopping Cart Contents

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

[Continue Shopping](#)

Total Amount : \$50.00

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

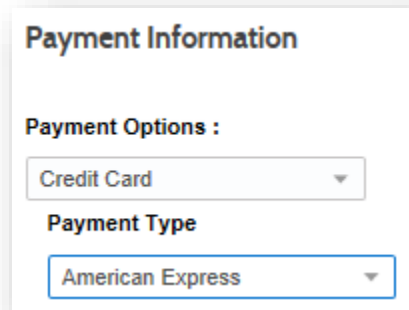


Please enter the Promotional Code here

Apply Promotional

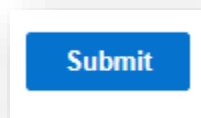
SWE MEMBERSHIP RENEWAL INSTRUCTIONS

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



The screenshot shows a form titled "Payment Information". Under the heading "Payment Options :", there is a dropdown menu with "Credit Card" selected. Below that, under the heading "Payment Type", there is another dropdown menu with "American Express" selected.

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



15. **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.
16. **[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!