

## INSTRUCTIONS TO COMPLETE YOUR AAUW RENEWAL ONLINE

Go to AAUW National's website: <https://my.aauw.org>

All renewing members have an account in National's database.

- a. If you have accessed your online account previously, enter your email and password and click on **Log In** on the screen on the Welcome page. **Then go to step 5 below.**
- b. If you have **never logged into your account online or you don't remember your password**, enter your email in the screen on the Welcome page and then click on **"Forgot Your Password?"**

**Log In**

Email

Password

**LOG IN**

[Forgot your password?](#)

[Don't have an account?](#)

2. The following screen appears. Enter your email and click on **"Reset Your Password."**

**Reset Your Password**

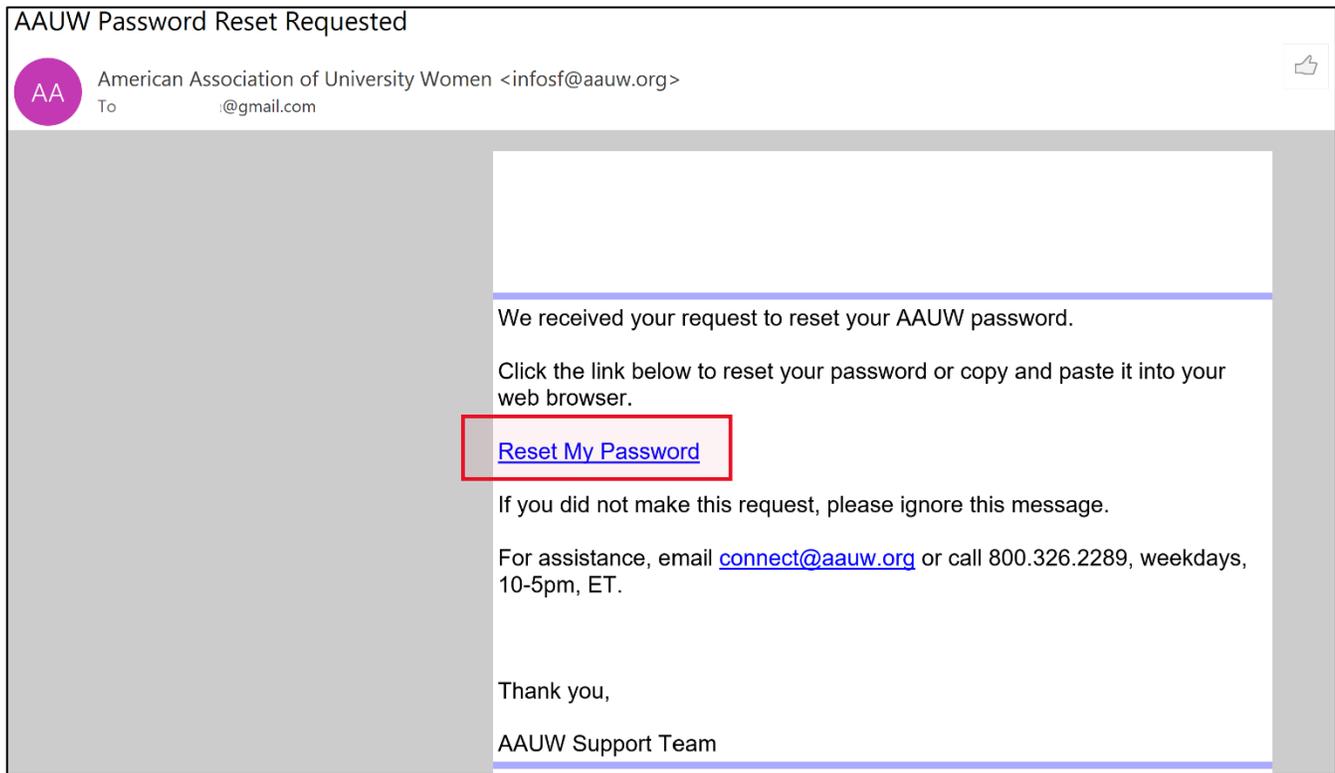
Enter your email address, then click RESET YOUR PASSWORD. If the email you entered is on file, we'll send instructions to reset your password.

Email

**RESET YOUR PASSWORD**

[Nevermind, I've remembered my password.](#)

3. You will receive the following **email** message. Click on **“Reset My Password”** in the message.



4. The **Reset Your Password** screen appears. Follow the directions to create a password. Click **Submit**.

The image shows a web form titled "Reset Your Password" on a dark blue background. Below the title, it says "Enter and submit your new password." The form itself is white and contains the following elements: a section header "Set a New Password", a "Password \*" field with a light gray background, a text instruction "Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.", a "Password Strength:" label above a progress bar, and a "Retype New Password \*" field with a light gray background. A blue "SUBMIT" button is located at the bottom right of the form.

# Reset Your Password

Enter and submit your new password.

## Set a New Password

Password \*

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

**Password Strength:** Very Strong

Retype New Password \*

SUBMIT

5. Your **Personal Snapshot** page will open.

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# Personal Snapshot

View your latest notifications and snapshots of your profile.

Personal Snapshot

- My Profile
- My Contact Information
- My Preferences
- My Affiliations



### Personal

Summary of your personal contact information.

6. This screen contains all your account contact information and membership status.



**Your Name**

**Personal**

Summary of your personal contact information.

<b>AAUW Id</b>	Your Assigned ID #
<b>Full Name</b>	Your Name
<b>Account Phone</b>	Your Phone #
<b>Mobile</b>	Your Cell Phone #
<b>Email</b>	Your Email
<b>Mailing Street</b>	Your Street Address
<b>Mailing City</b>	Your City
<b>Mailing State/Province</b>	Your State
<b>Mailing Zip/Postal Code</b>	Your ZipCode
<b>Mailing Country</b>	United States

7. Scroll down to the **Membership** information. (Your dates will be different than below.)  
Click the **RENEW** button.

**Membership**

Summary of your current membership.

<b>Member</b>	Yes
<b>Member Type</b>	National
<b>Join On</b>	/ /,2014
<b>Member Thru</b>	6/30/2023

[RENEW](#)

**Branch and State Memberships**

Parent Account Name	Start Date	End Date
FL-Florida	7/1/2022	6/30/2023
FL3034-Vero Beach	7/1/2021	6/30/2023

8. The **Membership Management** screen appears. You can update your contact and educational degrees information here. Click the **Next** buttons at the bottom of each screen to continue.

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# Membership Management

**Personal Snapshot**

- [My Profile](#)
- [My Contact Information](#)
- [My Preferences](#)
- [My Affiliations](#)

**Online Membership Management**

Verify or update your information below.

First Name

Last Name

# Membership Management

## Personal Snapshot

- My Profile
- My Contact Information
- My Preferences
- My Affiliations
- My Education
- My Memberships

## Online Membership Management

Below is the degree information on file for you. If blank, click the **Create New Degree Record** check box, then click **Next** to enter your highest degree.

Create New Degree Record

• My Education Degrees ⓘ

Boston University (Boston-MA) - Master of Business Admin - Completed: ▾

Next

9. The **Dues Rates** for each membership type appears. Select the appropriate Membership Type (“**National**” for most members) and click the **Next** button.

# Membership Management

## Personal Snapshot

- My Profile
- My Contact Information
- My Preferences
- My Username & Password
- My Relationships
- My Affiliations
- My Education
- My Memberships
- My Ballots
- My Committees
- My Review Panels

## Online Membership Management

### AAUW Dues Fees and Tax Deductibility

#### FY24 July1-June30 Rates

- National Membership - \$72/Year
- Lifetime Membership- \$1,440
- Graduate Student - \$18.81/\$0
- Student Associate - \$18.81/\$0

AAUW National dues are fully tax deductible.

Select the membership type below.

• Select Membership Type

Lifetime

National

Previous

Next

10. **Important:** The next screen asks if you want to add Branch or State Memberships. **CLICK YES.** Then click the **Next** button.

# Membership Management

Personal Snapshot

- My Profile
- My Contact Information
- My Preferences
- My Affiliations
- My Education

### Online Membership Management

• Would you like to add Branch or State memberships?

Yes

No

Previous **Next**

11. The screen to add your **Branch** appears. The list is alphabetical by the branch code, which begins with the state abbreviation. Scroll down and select **VERO BEACH's CODE, FL3434**. If you belong to another branch, find that code and select it, too. Then scroll to the very end of the list and click the **Next** button.

# Membership Management

Personal Snapshot

- My Profile
- My Contact Information
- My Preferences
- My Affiliations
- My Education

### Online Membership Management

Select the branch/es you wish to add to your national membership. Then scroll to the bottom of the page and click NEXT.

If there is **not** a branch in your area, click NEXT for more options.

Branches A-C

AK9002-Fairbanks Branch Dues

FL3028-Tampa Branch Dues

FL3029-Clearwater Branch Dues

FL3034-Vero Beach Branch Dues

FL3037-Greater Naples Branch Dues

12. The next screen indicates your **Primary Branch**. For most members, it is Vero Beach. Click the **Next** button.

# Membership Management

Personal Snapshot

- My Profile
- My Contact Information
- My Preferences
- My Affiliations

### Online Membership Management

If multiple branches have been selected, choose one to be marked as **primary**, then click NEXT.

\*Select Primary Branch

FL3034-Vero Beach Branch Dues

[Previous](#) [Next](#)

13. The next screen asks you to confirm that the correct **State membership** has been indicated. If Vero Beach was shown as your Primary Branch, FLORIDA should be checked off. If you belong to another branch in a different state, check that state, too. Scroll to the end of the list and click the **Next** button.

### Online Membership Management

The state(s) associated with the branch membership you selected displays below. If **no** branch was selected, the following states (CA, CO, IA, IL, MI, MT, NC, NJ, NM, NY, OR, SC, WA, WI) offer membership accommodations when there is **not** a branch in your area. Should you wish to include a state membership in the absence of a local branch, please make your selection, then click next.

#### Select State Memberships

- AK-Alaska State Dues
- AL-Alabama State Dues
- AR-Arkansas Inc. State Dues
- AZ-Arizona State Dues
- CA-California State Dues
- CO-Colorado State Dues
- CT-Connecticut State Dues
- DE-Delaware State Dues
- FL-Florida State Dues

14. The next screen asks if you want to contribute to the **Greatest Needs Fund**. This is a general **National** fund for unrestricted gifts, which are used when and where they are most needed. By donating to this fund, you help incubate and grow AAUW's highly successful mission-driven programs. Select your preference and click **Next**.

**NOTE: There is no similar option to contribute to Vero Beach Branch's Local Programs Fund during this online renewal process. Therefore, to make a donation to benefit our local women and girls, please visit our branch website <https://www.aauwverobeach.org> to donate online or send your donation check to: AAUW Vero Beach, PO Box 2143, Vero Beach, Florida 32961. Thank you!**

# Membership Management

## Personal Snapshot

- My Profile
- My Contact Information
- My Preferences
- My Affiliations
- My Education

## Online Membership Management

Would you like to include a donation to the Greatest Need Fund?

- Yes
- No

Previous

Next

15. The **Checkout** screen appears next with the list of your National, State, and Branch(es) dues and your Greatest Needs Fund donation if you chose to make one.



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# Checkout

Review Your Selection and Pay.

## Membership for

7/1/2023 - 6/30/2024

EDIT

REMOVE

## Total Price

National Membership Dues	\$72.00
FL-Florida State Dues	\$12.00
FL3034-Vero Beach Branch Dues	\$30.00

16. Scroll down the page to see the [Payment Methods](#) and [Payment Type](#) options. You can add a credit card or bank account as a Saved Payment Method for future use on your account. Click on [“Add, edit, or remove your saved payments”](#) and follow the screen instructions.

### My Payment Methods

You do not have any payment methods saved at this moment. You can pay through a Credit Card and if required, save it for future use.

[Add, edit, or remove your saved payments](#)

17. To make a one-time payment using a credit card: Select [“Pay Now – New Credit Card.”](#) Confirm the billing address information. Enter your credit card information.

### Payment Type

Pay Now - Saved Payment

Pay Now - New Credit Card

### Credit or Debit Card

Name on Card \*

Card Number \*



Security Code \*

Expiration Date \*

Save for Future Use

18. Confirm your **Total Details** and click **Submit**.

### Total Details

<b>Grand Total</b>	<b>\$114.00</b>
<b>Balance</b>	<b>\$114.00</b>

**SUBMIT**

**You're Done!** The **Order Summary** screen appears with the Order number and details and an explanation of the tax-deductible portion of the dues. Press the **Print** button for a copy for your records.  
You will subsequently receive an Order Confirmation email and a "Thank You for Your Membership in AAUW" email.

AAUW

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# Order Summary

You're all set.

<b>Order</b>	<b>Bill To</b>
Order #0071969	FL3034-Vero Beach

PRINT