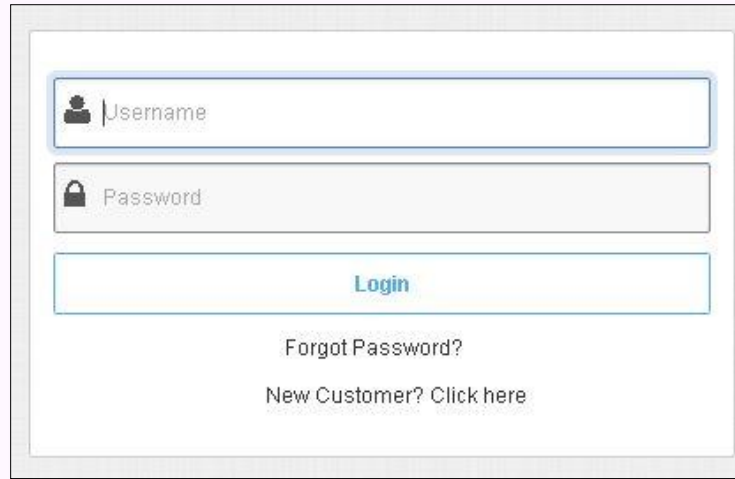


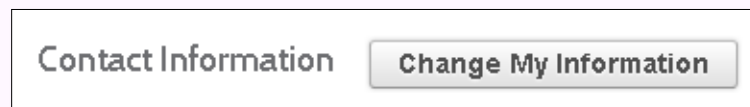
SWE Membership Renewal Instructions

1. **Navigate** to the Membership Portal by typing login.swe.org into your browser.
2. **Enter** your login information to access the Portal. If you've forgotten your credentials, you can have them emailed to you by clicking Forgot Password?

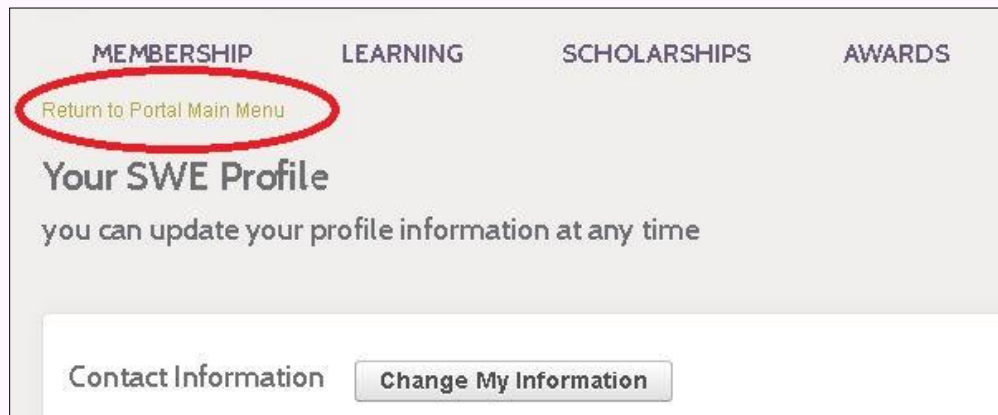


A screenshot of the login form for the SWE Membership Portal. It features a white background with a light gray border. At the top, there is a text input field with a person icon and the placeholder text "Username". Below it is a password input field with a lock icon and the placeholder text "Password". A blue "Login" button is centered below the password field. Underneath the button are two links: "Forgot Password?" and "New Customer? Click here".

3. **If this is your first time logging into** the Membership Portal, you will be asked to update your information. If you'd like to update your information, click the Change My Information button.

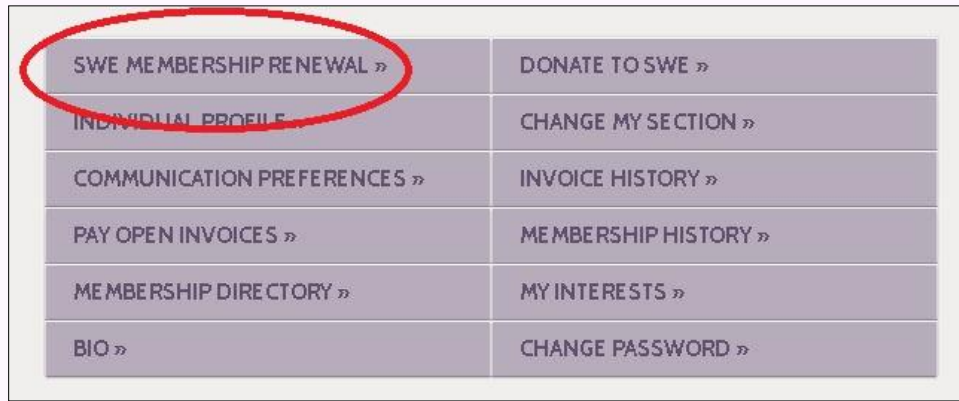


4. **If your information is up-to-date**, click the yellow link that says Return to Portal Menu in the top-left corner of your screen instead.



SWE Membership Renewal Instructions

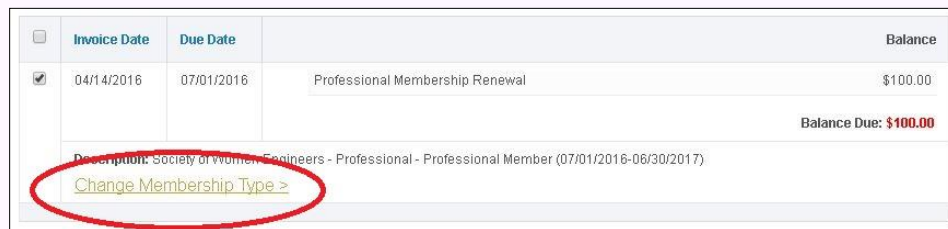
5. From the Portal main menu, click **SWE MEMBERSHIP RENEWAL**.



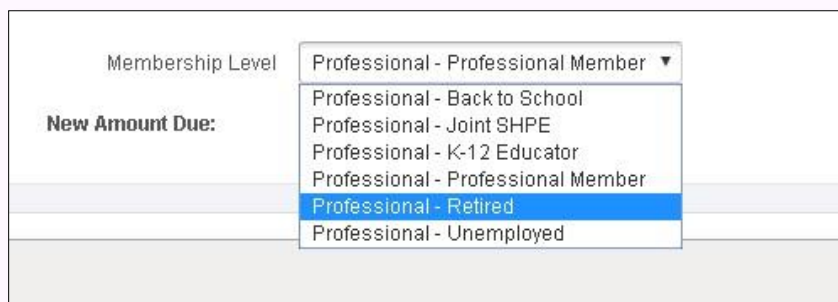
6. On the next page you will be shown the membership order that was automatically created for you by the SWE database. To **pay for the existing membership order**, click the button that says Add to Shopping Cart.



7. If you would like to **adjust your membership order**, click the link titled Change Membership Type, located below your membership order.



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



SWE Membership Renewal Instructions

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

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](#)

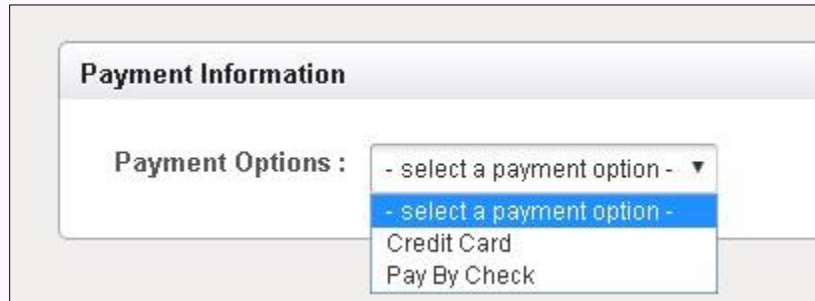
Total Amount : \$50.00

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

Promotional Code	
Promotional Code	<input type="text"/>
	Apply Promotional Code

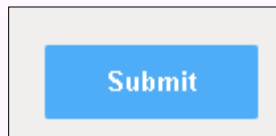
SWE Membership Renewal Instructions

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



The screenshot shows a form titled "Payment Information". Below the title, there is a label "Payment Options :" followed by a dropdown menu. The dropdown menu is open, showing three options: "- select a payment option -" (highlighted in blue), "Credit Card", and "Pay By Check".

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!