

## **Instructions to Renew Membership Online**

LOGIN &

• Go to www.gawda.org and click

at the top right of the page

- Enter your email address and click Submit
- The login process has been updated. The *first time* you log into the updated system members will need to reset their passwords or register for an account. Once you reset your password, you will be able to log in to your account.
- To reset your password, go to Reset Password on the right side of the screen.
  Within a few minutes, you will receive an email with a link to reset your password (*be sure to check your junk and spam folders*).
- Once you have registered or reset your password, you can login with your new password to easily renew your membership.
- Once you have logged in to the site, click **Renew Membership** under Member Quick Links.
- Select your Company Name and Company Type. Your <u>Current Membership</u> <u>Information</u> can be found on the front of Membership Renewal Notice you received in the mail.
- Confirm your Membership Dues. You can update your membership dues based on company gross sales here.
- Once the above information is completed, click ADD TO CART
- Please confirm all your company details in the Cart.
- Click PROCEED TO CHECKOUT
- $\circ$  To **Checkout**, fill in the billing and payment information, and click

PLACE ORDER

This completes the process. You should receive an email confirmation shortly.