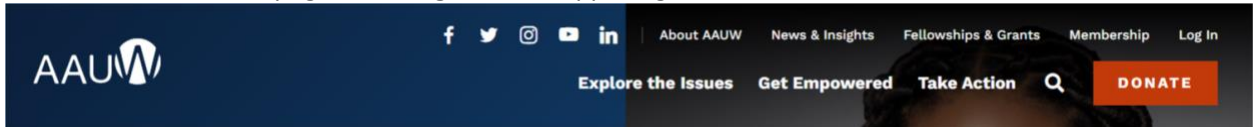


# AAUW Community Hub: How to Self-Renew for Existing Members

The Community Hub allows existing members to log in and renew their membership and donate.

Login to your **Personal Snapshot** one of two ways.


- From the AAUW homepage, click **Log In** in the upper right corner



- or go to [my.aauw.org](https://my.aauw.org).

A screenshot of the AAUW login form. It has a title 'Log In'. Below it are two input fields: 'Email' with an envelope icon and 'Password' with a magnifying glass icon. A blue 'LOG IN' button is below the fields. At the bottom of the form, there are two links: 'Forgot your password?' (circled in red) and 'Don't have an account?'.

Click **Forgot your password?** if you are an existing member but logging in to the Community Hub Personal Snapshot for the first time. If you've logged in before, enter email/password, then click **LOG IN**.

On the **Personal Snapshot** page, scroll down and click . This takes you to the **Membership Management** page to enter your contact information. Then click **Next**.

*(NOTE: For an individual renewing, the **My Education Degrees** field may already contain degree info.)*

A screenshot of the 'My Education Degrees' field in the membership management page. At the top is a checkbox labeled 'Create New Degree Record'. Below it is a section titled '\*My Education Degrees' with a plus icon. There is a search box containing the text 'Lawrence University (Appleton-WI) - Bachelor of Sciences - Completed: 1969-05-30'. A blue 'Next' button is at the bottom right.

- Click **Create New Degree Record** if the education field is blank or you want to change it. Then click **Next**.
- Enter education. For **College/University**, type the school name in the search to find and insert it.

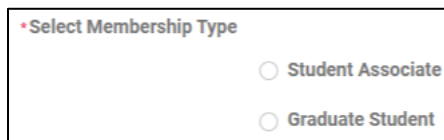
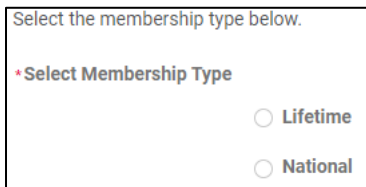
A screenshot of the search box for 'College/University'. The search box is labeled '\*College/University' and contains the text 'Search C/U Education List...'. A magnifying glass icon is at the end of the search box.

(For **Date Conferred or Expected**, use May 31 as a default month/date when unknown.)



(If your grad date is in the past, you will choose **Lifetime** or **National** membership on the next screen. If your grad date is in the future, you will choose **Student Associate** or **Graduate Student** on the next screen.)

- Click **Next**.
- Review rate information, then **Select Membership Type**, followed by **Next**.



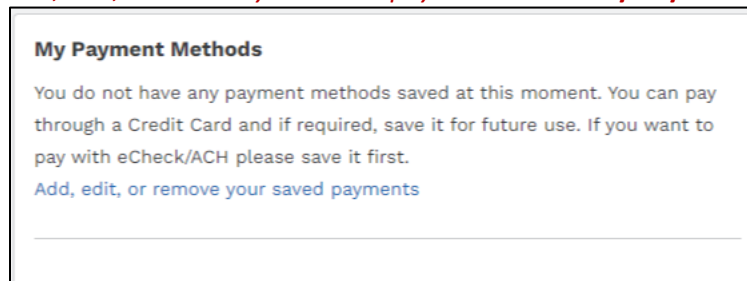
- Click **Yes** if you wish to add Branch or State memberships. Then click **Next**.
- Select the **Branch**, scroll to bottom of the list. Click **Next**.

(NOTE: If multiple branches have been selected, you must choose one to be the **primary**.)

- Select the **State**, scroll to end of the list and click **Next**.
- Click **Yes** or **No** to include a donation and click **Next**.
  - If **Yes**, enter amount in **Donation Amount** field, then click **Next**.
  - If **No**, click **Next**.

On **Checkout** page

- Review National, State and Branch dues.
- **Select Payment Type**.
  - **Pay Now – Save Payment** (If you wish to save a payment method for the branch, click *Add, edit, or remove your saved payments* in the **My Payment Methods** section)



- Choose **Add Bank Account** or **Add Credit Card** and then complete all fields. Agree to **Terms and Conditions** (if required), then click **Save**.
  - **Pay Now – New Credit Card**
    - Enter payment information, then click **Submit**.
- Save confirmation for your records.