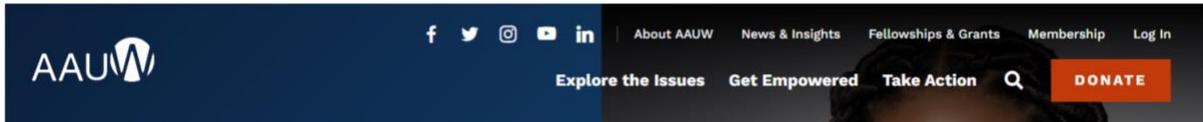


How to Handle Renewals and Donations in the AAUW Community Hub: Instructions for Branch Leaders

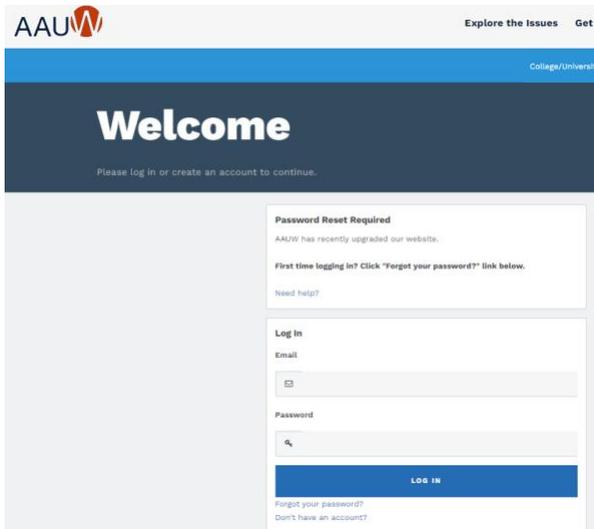
The **Renewals and Donations** application allows finance officers (as well as president/administrators and membership vice presidents) to process dues and donate **on behalf of members who pay their dues to the branch by check**. Dual members (individuals who belong to multiple branches) must self-renew to pay all dues at once.

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

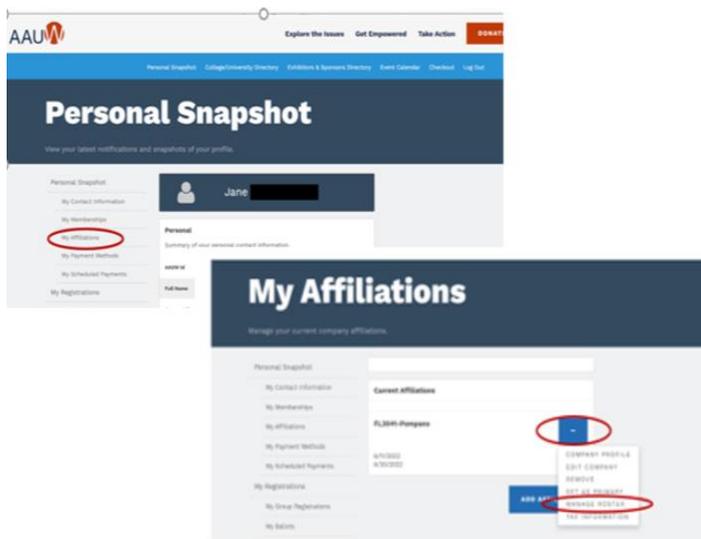
- From the AAUW homepage, click **Log In** in the upper right corner.



- or go to my.aauw.org.



On **Personal Snapshot** page, click **My Affiliations**. Then, click on the **ellipsis** button to the right of the branch name and select **Manage Roster**.



On the **Company Roster** page, choose



(**TIP:** To enlarge your display, press **Ctrl** and **+**. To decrease your display, press **Ctrl** and **-**.)

1. Click the pencil icon in the **Renew** column and click the checkbox to renew a member.
2. Click the pencil icon in the **Donation Amount** column to open and enter a general donation to AAUW Greatest Needs.
3. Once all selections are made, click **Renewals and Donations Worksheet** to review and save a copy of your pre-selected entries.
4. Once transactions have been reviewed for accuracy, click **Generate Orders** and **YES** to confirm or **NO** to return to this entry screen. Click **OK**.
5. Orders should be generated momentarily and will be available on the **My Orders and Donations** page to be paid.
6. Click the **Proceed to Checkout** button.

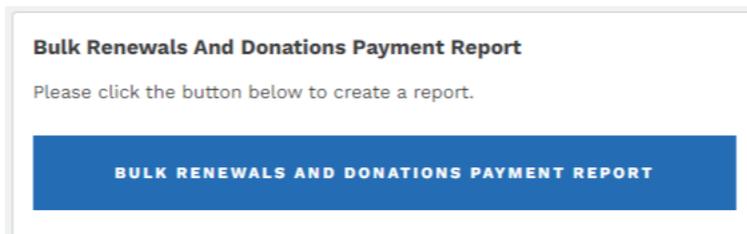
On **My Orders & Donations** page:

If all orders did not generate, click the **Reload/Refresh** button located across the top of the webpage until all orders display.

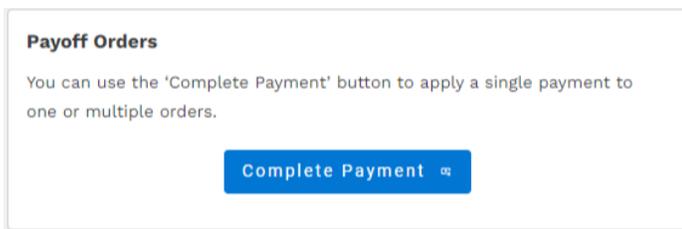


IF THERE ARE ANY ISSUES WITH YOUR ORDERS, PLEASE DO NOT ATTEMPT TO REDO YOUR ENTRIES. CONTACT connect@aauw.org FOR ASSISTANCE.

- Review **My Orders** and make sure your entries are listed.
- Click **Bulk Renewals and Donations Payment Report** to review and save for your records. You will need the order number from this report on the next page.

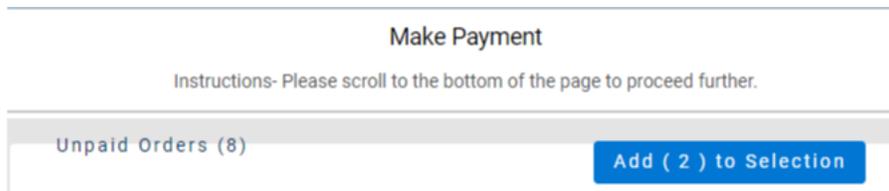


- Click **Complete Payment**.



In the **Make Payment** window:

- Use the **Bulk Renewals and Donations Payment Report** to find and select the order numbers you wish to pay now.
- Click **Add (2) to Selections** at top of window.



- Click **Proceed to Payment** button at bottom of window. *(Not necessary to reselect orders)*
- Review **Amount to Pay**.

 Total	
Outstanding Balance	\$157.00
Amount to Pay	\$157.00
Total	\$157.00

- Select **Payment Method**, enter **Card Details** and review **Billing Address**, then click **Continue**.

Please select a payment method

* Payment Method
Credit Card

* Card Holder Name
Rita Britton

* Card Details
Card number MM / YY CVC

Save for Future Use

* Billing Address
* Street
4000 Westchester Dr

- Confirm **Total** and add emails, if necessary, then click **Continue**.
- Click **Submit Payment**.

On confirmation page, review and click **Close**—which returns you to the **My Orders & Donations** page.

NOTES:

If you are unable to complete a transaction and need to return at a later time, select **Orders & Donations** menu option from the **Personal Snapshot** page.