

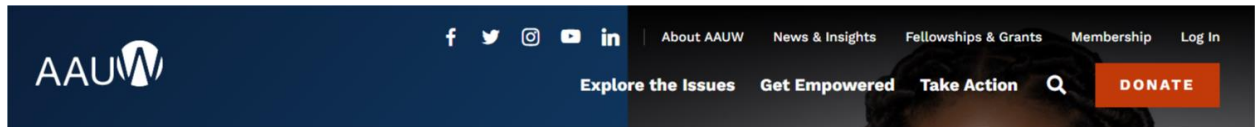
# AAUW Community Hub Renewals and Donations for Branch Managers

AAUW Renewals and Donations allow branch presidents/administrators, membership vice presidents and finance officers (branch managers) the right to donate and process dues on behalf of members.

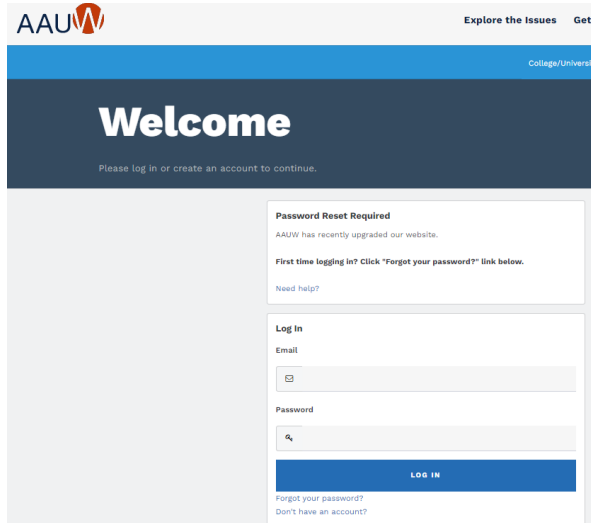
Dual members must renew their own memberships to pay all dues at once.

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](https://my.aauw.org)



On **Personal Snapshot** page:

- Click **My Affiliations**.

On **My Affiliations** page:

- Click on the **ellipsis**  **button** next to the branch you want to manage then select **Manage Roster**.

On the **Company Roster** page:

(NOTE: To enlarge the screen, hold **Ctrl & +**; to decrease, hold **Ctrl & -**)

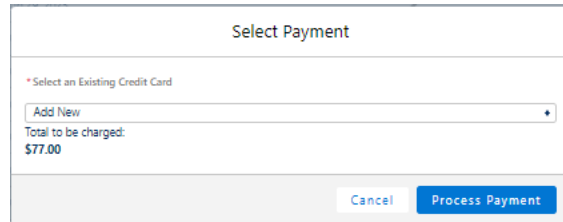
(NOTE: If using banking information (ACH), it must be stored prior to starting the renewal process.)

- Click **Renewals and Donations**. To renew each member,
  1. Click the pencil icon in the **Renew** column then click the checkbox.

2. Click the pencil icon in the **Donation Amount** column to open and enter a general donation to AAUW Greatest Needs, if desired.

Once all selections are made, review **Renewal and Donation Counts and Amounts**, click **Renewals and Donations Worksheet** to download a copy of your selections for your review.

3. Once transactions have been reviewed for accuracy, click **Pay Now**.

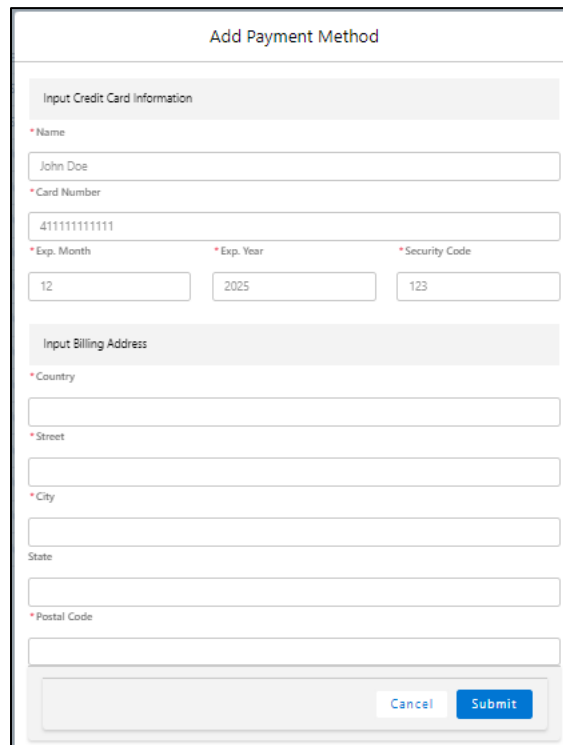


The screenshot shows a 'Select Payment' dialog box. At the top, it says 'Select Payment'. Below that, there is a section for '\*Select an Existing Credit Card' with a dropdown menu currently showing 'Add New'. Underneath the dropdown, it displays 'Total to be charged: \$77.00'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Process Payment'.

4. Select one of three payment methods:
  - Select your stored credit card then click **Process Payment**; or
  - Select your stored bank account (ACH) then click **Process Payment**; or

(NOTE: Once you click **Process Payment**, the payment is complete.)

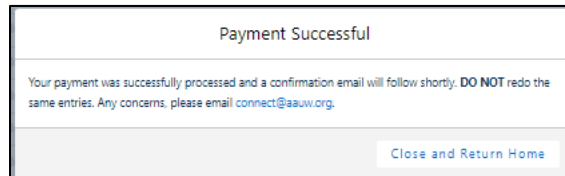
- Click **Process Payment** to add a new payment method. Since *Add New* is a default in the field, it does not need to be selected. Complete the form and review.



The screenshot shows the 'Add Payment Method' form. It is divided into two main sections: 'Input Credit Card Information' and 'Input Billing Address'. The credit card section includes fields for Name (John Doe), Card Number (411111111111), Exp. Month (12), Exp. Year (2025), and Security Code (123). The billing address section includes fields for Country, Street, City, State, and Postal Code. At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

(NOTE: Once you **Submit**, the payment is complete.)

5. You will receive the following confirmation.



6. Clicking the **Close and Return Home** button navigates you back to your **Personal Snapshot** page.