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

[Image]

- or go to **my.aauw.org**

[Image]

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.

As of March 27, 2023
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**.

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.

   (**NOTE**: Once you **Submit**, the payment is complete.)
5. You will receive the following confirmation.

![Payment Successful](image)

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