# 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. <mark>Dual members must renew their own memberships to pay all dues at once.</mark>
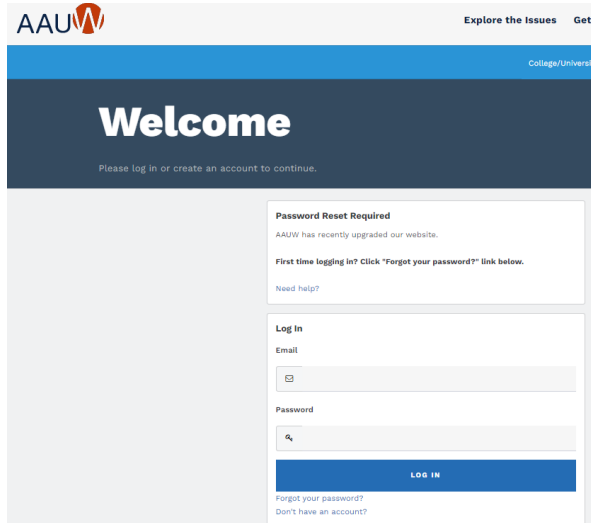
Login to your **Personal Snapshot** one of two ways.

- From the AAUW homepage click **Log In** in the upper right corner
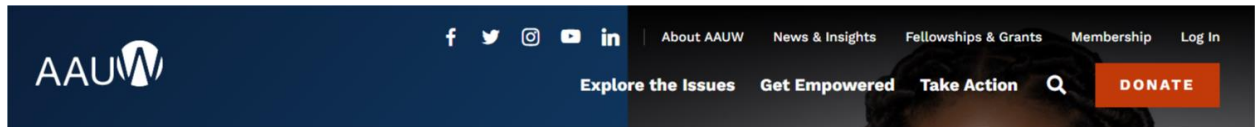
- or go to my.aauw.org

On **Personal Snapshot** page:

- Click **My Affiliations.**

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** & **-**)
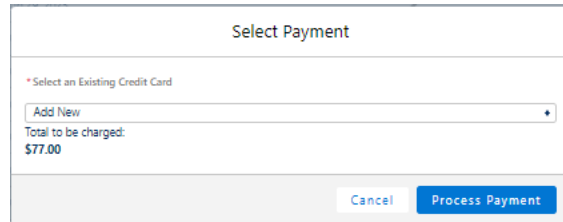
<mark>(**NOTE:** If using banking information (ACH), it must be stored prior to starting the renewal process.)</mark>

- 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, <mark>review **Renewal and Donation Counts and Amounts**</mark>, click **Renewals and Donations Worksheet** to download a copy of your selections for your review.

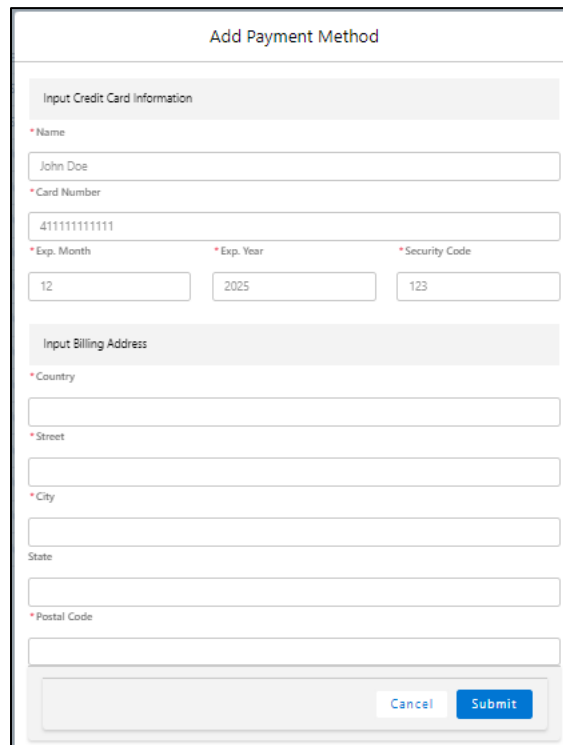3. Once transactions have been reviewed for accuracy, click **Pay Now.**

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

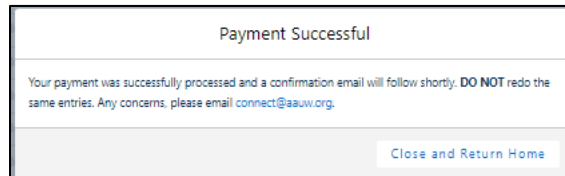(**NOTE**: Once you click **Process Payment,** the payment is complete.)

   - 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

Your payment was successfully processed and a confirmation email will follow shortly. **DO NOT** redo the same entries. Any concerns, please email connect@aauw.org.

Close and Return Home

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