**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/NC__Login?startURL=%2F)

 

Click the **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)*

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



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



(If grad date is in the past, you will choose **Lifetime** or **National** membership on the next screen. If 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,** then click **Next**

 

* Click **Yes** if you wishto 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, click **Next**
* Click **Yes** or **No** to include a donation, then 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** 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