SWE MEMBERSHIP RENEWAL INSTRUCTIONS


2. Click the **Login** button at the top-right corner of your screen and enter your login information.

3. When you’ve logged in, your name and ID number will appear in the top-right corner of your screen. Click the button that says **SWE Member Portal**.

4. From the Portal main menu, click **SWE MEMBERSHIP RENEWAL**.
5. On the next page you will be shown the membership order that was automatically created for you by the SWE database. To pay for the existing membership order, **check the box** next to the order.

6. Click the button that says **Add to Shopping Cart**.

7. If you would like to **adjust** your membership order, click the link titled **Actions**, located below your membership order.

8. **Select your adjusted membership** from the drop-down menu that appears.
SWE MEMBERSHIP RENEWAL INSTRUCTIONS

9. Your **adjusted membership fee** will appear.

   ![Memberhip Fee Adjustment](image)

10. **Click the Add** to Shopping Cart button.

   ![Add to Shopping Cart](image)

11. Next you will be taken to the Checkout page, where your order summary will appear under Shopping Cart Contents. **If you would like to donate to SWE**, click the blue Continue Shopping link.

   ![Shopping Cart Contents](image)

12. If you have been **given a promotional code**, enter it into the Promotional Code type-box.

   ![Promotional Code](image)
13. When you are satisfied with your order, enter your payment information.

14. When you’ve entered your information, scroll down and click **Submit** to enter your payment information.

15. **You have successfully renewed your SWE membership.** If you would like to update your SWE section, refer to the SWE document titled Section Transfer Instructions.

16. **Navigate back to the SWE website** and start browsing to see how you can be a positive influence in your workplace, your community, and SWE!