

# Your company. Your industry. Your **AWCI**

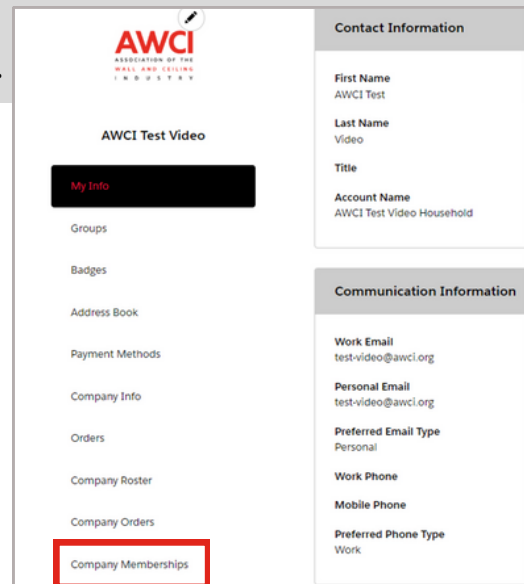
## Renewing Your AWCI Membership Investment is Now Easier Than Ever!

AWCI members may now renew their annual investment online through AWCI's Member Central. Even better, members may choose to set up their annual investment to auto-renew, meaning you won't have to worry about whether or not your AWCI membership is active! Log in to [AWCI's Member Central](#) using your email address.

Issues? Contact Janie Hakim, Member Relations Manager at [hakim@awci.org](mailto:hakim@awci.org) for assistance.

**Step 1: After logging in, click on [Company Memberships](#) in the left-side profile menu.**

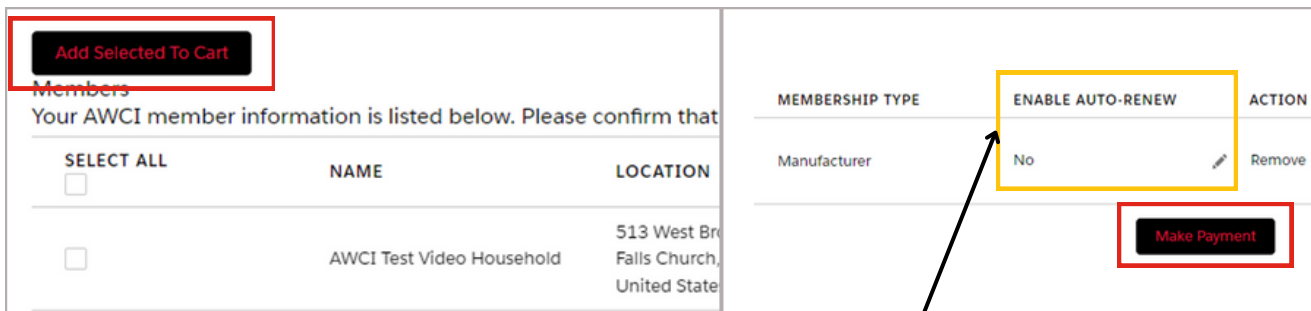
**Click Here to  
Login & Renew**



## Step 2: Review your company information and **Add Selected to Cart**.

If your company info is correct, simply click "**Add to Cart**", then "**Make Payment**" to proceed to the payment screen.

Need to make changes? No problem! Click on your browser's back button, then select "**Company Info**". If you have the **AWCI-Company Info Admin** badge, you're authorized to make changes to your company information, employee rosters, etc. Don't see that badge in your profile? Contact Janie Hakim at [hakim@awci.org](mailto:hakim@awci.org) to have it added.



**HINT:** Want to set your membership to automatically renew? Easy! Click on the pencil next to Enable Auto-Renew in your shopping cart.

### Step 3: Pay by **Credit Card** OR **Invoice Me**.

You have two options to pay!

1. Select "Credit Card" and pay online. Once information is entered, click "Process Payment" one time. Receipt will be added to your "Company Orders" tab in your profile under "All Orders". OR
2. Select "Invoice Me" and enter "2024-25 <Company Name>" for Customer Reference Number, then click "Complete Transaction" to generate invoice.

Print invoice and mail, with check, to:  
AWCI  
Attn: 2024-25 Membership Renewal  
513 W. Broad St., Suite 210  
Falls Church, VA 22046-3257

The screenshot shows the AWCI checkout interface. On the left, under '1. Choose a Payment Method', there are two options: 'Credit Card' (highlighted with a red box) and 'Invoice Me'. The 'Credit Card' section includes fields for Card Holder Name, Card Number, CVV, Exp Month, and Exp Year. Below these is a checkbox for 'Would you like to save this payment method for future use?'. The 'Billing Address' section has a plus sign to add an address. On the right, the 'Order Summary' shows 'Items (1)' for USD 585.00 and 'Due at Checkout: USD 585.00'. Below that, the 'Shipping Cart' shows 'AWCI General Interest' for USD 585.00, with a quantity of 1 and a price of USD 585.00.

[Click Here to  
Login & Renew](#)

### Payment Instructions: Step-by-Step

AWCI members may now renew their annual investment through Member Central.

Please follow the steps below:

1. Click the [Portal Login](#) link.
  - Username is your email address on file.
  - If unsure of your password, click Reset Password on the login page.
2. Click Profile link at top right of page.
3. Click Company Memberships link on left.
4. Click Add to Cart button.
5. Click the Make Payment button.
6. Select Payment Method.
  - To pay by credit card:
    - Enter credit card information.
    - Select Process Payment button one-time only.
    - A receipt will be added to your company profiles tab under All Orders.
  - To pay by check:
    - Select Invoice Me.
    - Add annual renewal period of 2024–2025.
    - Add company name.
    - Select Complete Transaction button to generate the invoice.
    - Print.
    - Mail invoice together with check to:  
AWCI  
Attn: 2024-25 Membership Renewal  
513 W. Broad St., Suite 210  
Falls Church, VA 22046-3257

[Click Here to  
Login & Renew](#)