

# Your company. Your industry. Your AWCI.

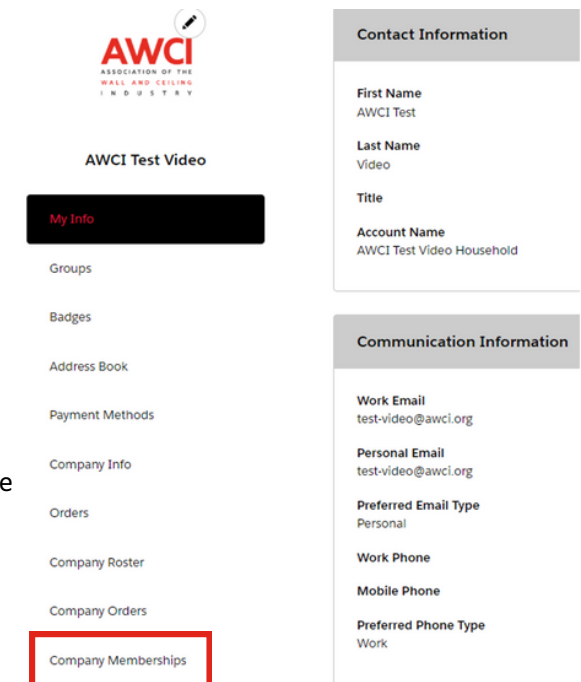
Step 1: After logging in, click on **Company Memberships** in the left-side profile menu.

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

Starting with the 2023-2024 membership year, 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 [www.awci.org/membercentral](http://www.awci.org/membercentral) using your email address. Issues? Contact Janie Hakim, Member Relations Manager at [hakim@awci.org](mailto:hakim@awci.org) for assistance.

## 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.



Members

Your AWCI member information is listed below. Please confirm that

SELECT ALL	NAME	LOCATION
<input type="checkbox"/>		
<input type="checkbox"/>	AWCI Test Video Household	513 West Br Falls Church, United State:

MEMBERSHIP TYPE	ENABLE AUTO-RENEW	ACTION
Manufacturer	No	Renew

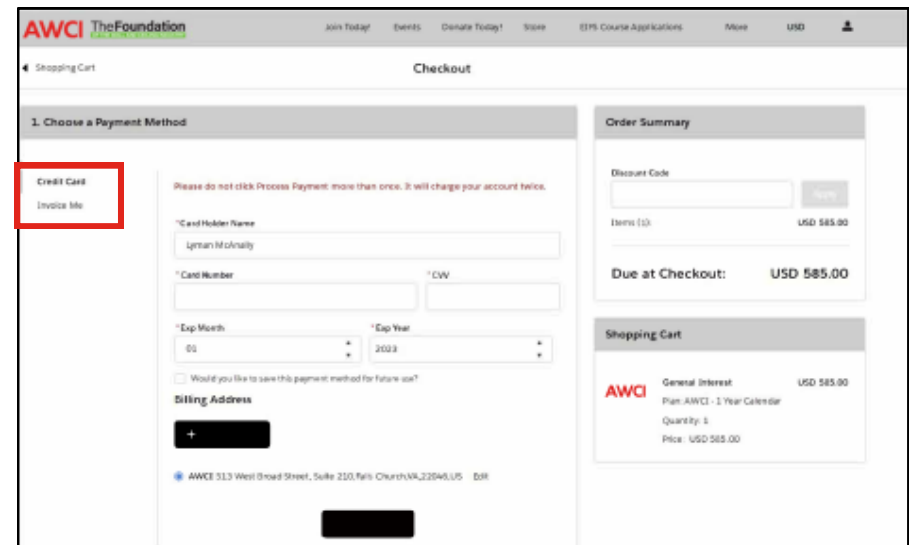


**HINT:** Want to set your membership to automatically renew? Easy! Click on the pencil next to Enable Auto-Renew in your shopping cart.

## Step 3: Pay by **credit card** OR **Invoice Me**.

You have two options to pay! Select "Credit Card" and pay online—once information is entered, click "Process Payment" once. Receipt will be added to your "Company Orders" tab in your profile under "All Orders". Select "Invoice Me" and enter "2023-24 <Company Name>" for Customer Reference Number, then click "Complete Transaction" to generate invoice.

Print invoice and mail, with check, to:  
AWCI  
Attn: 2023-24 Membership Renewal  
513 W. Broad St., Suite 210  
Falls Church, VA 22046





## Payment Instructions

**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.
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 **2023 – 2024**.
    - Add **company name**.
    - Select **Complete Transaction** button to generate the invoice.
    - **Print**.
    - **Mail invoice together with check to:**

AWCI  
2023 – 2024 Membership Renewal  
513 West Broad Street  
Suite 210  
Falls Church, VA 22046 - 3257