

# Steps to Renew Your AWCI Membership

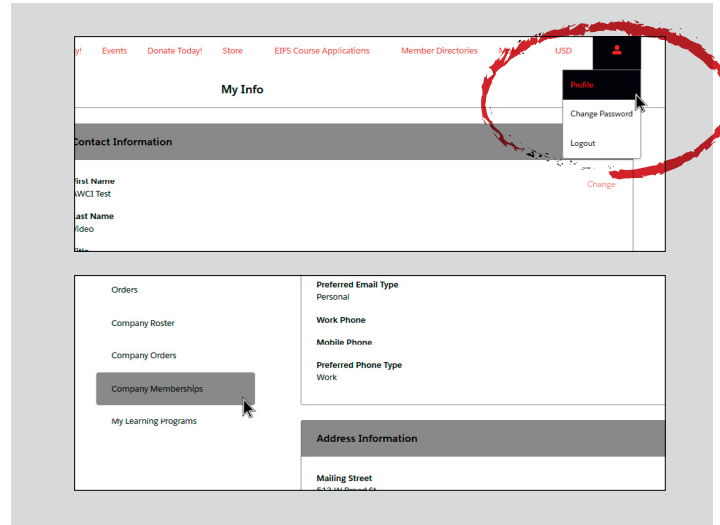
AWCI members may renew their annual investment online through [AWCI's Member Central](#) by logging in using your email address.

**Issues?** Contact Janie Hakim, member relations manager, at [hakim@awci.org](mailto:hakim@awci.org) for assistance.



## Step 1.

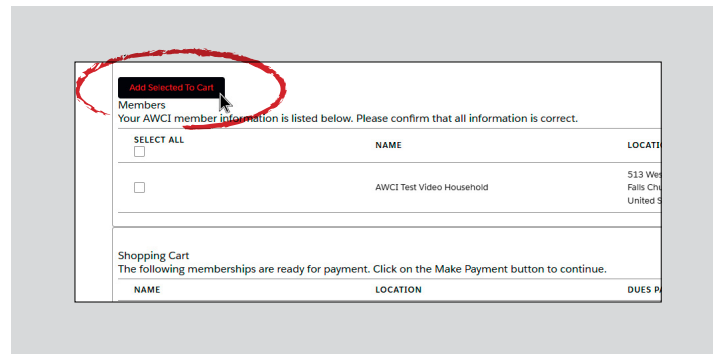
After logging in, click on the **profile link** under the “user” symbol on the upper right side. Then click the **Company Memberships** link in the left-side profile menu.



## 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!  
Contact Janie Hakim at [hakim@awci.org](mailto:hakim@awci.org).

## Step 3. Pay Online or with Check.

You have three options to pay!

1. Select Card.  
Once information is entered, click “Process Payment” one time. Online receipts will be added to your “Company Orders.” OR
2. Select U.S. bank account.  
Online receipts will be added to your “Company Orders.” OR
3. If paying with a check, send email to hakim@awci.org to request an invoice. Then mail the invoice with the check to:

AWCI  
Attn: 2026-27 Membership Renewal  
513 W. Broad Street, Suite 210  
Falls Church, VA 22046-3257

1. Choose a Payment Method

Online Payment

Please do not click Process Payment more than once. It will charge your account twice.

Card

US bank account

Secure, fast checkout with Link

Card number  
1234 1234 1234 1234

Expiration date  
MM / YY

Security code  
CVC

Country  
United States

ZIP code  
12345

Would you like to save this payment method for future use?

Process Payment

## Payment Instructions: Step-by-Step

AWCI members may 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.
  - Unsure of your password, click Reset Password on the login page.
2. Click the profile link under the “user” symbol on the upper right side.
3. Click Company Memberships link on left.
4. Click Add to Cart button.
5. Click the Make Payment button.
6. Select Online Payment Method.

To pay by credit card or U.S. bank account:

- Enter credit card or banking details.
- Select Process Payment button **one-time only**.
- A receipt will be added to your company profiles tab under All Orders.

To pay by check:

- Request invoice by sending an email to hakim@awci.org.
- Print invoice.
- Mail invoice together with check to:  
AWCI  
Attn: 2026-27 Membership Renewal  
513 W. Broad Street, Suite 210  
Falls Church, VA 22046-3257

Events Donate Today! Store EFS Course Applications Member Directories More USD

My Info

Profile

Change Password

Logout

Change

Company Info

Orders

Company Roster

Company Orders

Company Memberships

My Learning Programs

Personal Email  
test@awci.org

Preferred Email Type  
Personal

Work Phone

Mobile Phone

Preferred Phone Type  
Work

Address Information

Mailing Street  
513 W Broad St