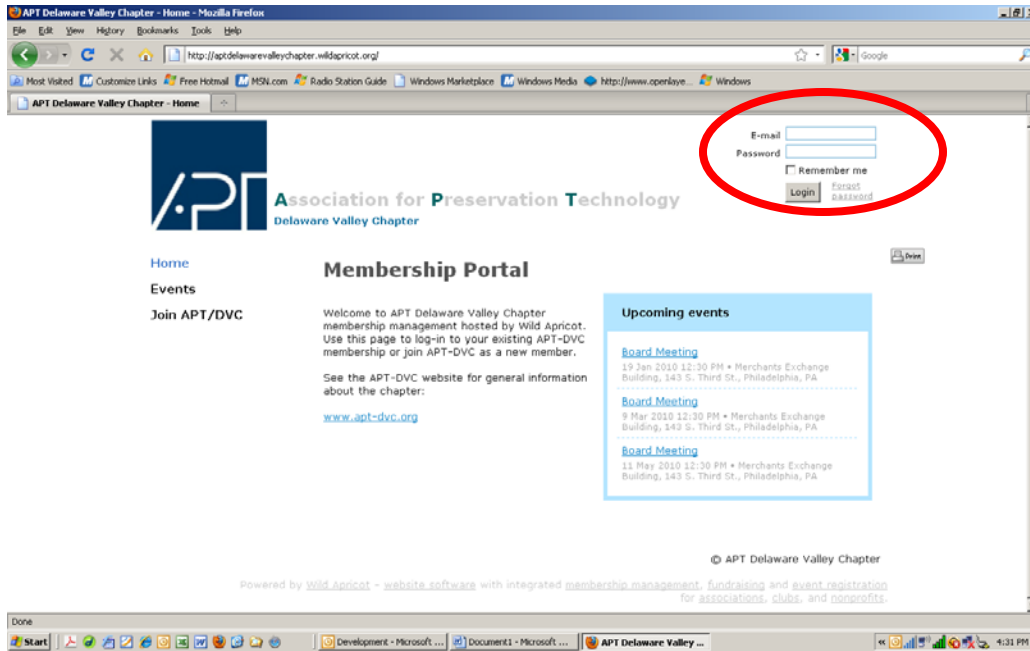
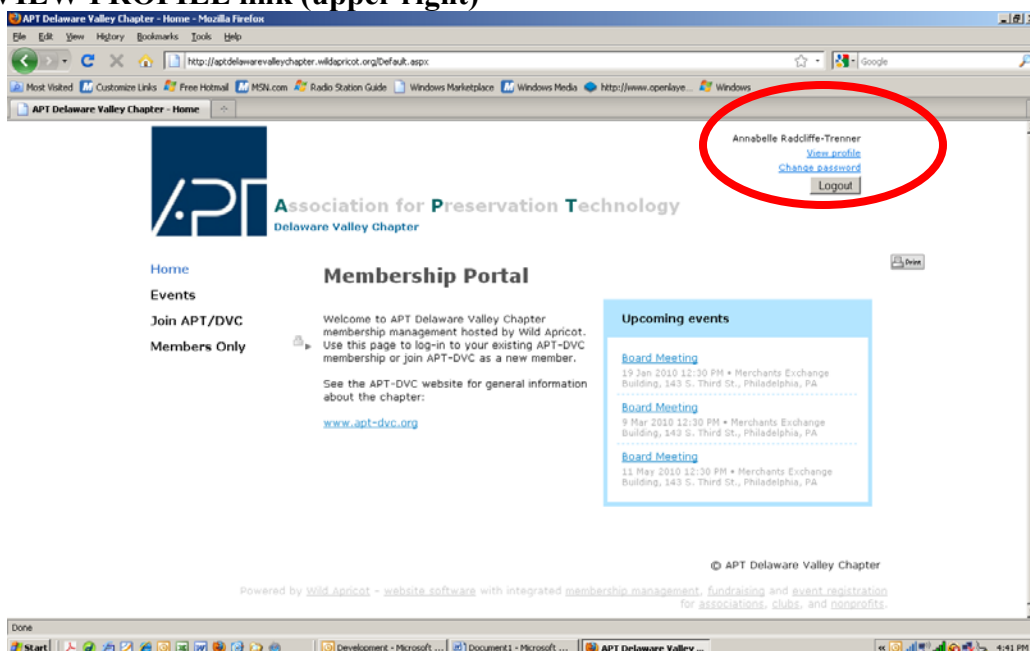


# APT-DVC MEMBERSHIP RENEWAL INSTRUCTIONS

1. Go to website: [www.apd-dvc.org](http://www.apd-dvc.org)
  - a. If old site comes up press refresh/reload and you will get the new site with band of photos on top.
2. Click **MEMBERSHIP**
3. Click the **RENEWAL** link at bottom of the page
4. Log into the Wild Apricot member portal
  - a. Enter email and password in top right corner
  - b. ALL CURRENT MEMBER PASSWORDS = “password”
  - c. If presented with a choice, select MEMBER login, not ADMINISTRATOR login (*applies only to those with Administrator rights on the Wild Apricot account*)



5. Click **VIEW PROFILE** link (upper right)



**6. If needed, profile information can be updated here**

- a. Click UPDATE PROFILE button to edit contact details

**7. Renew membership:**

**a. CHANGE MEMBERSHIP LEVEL**

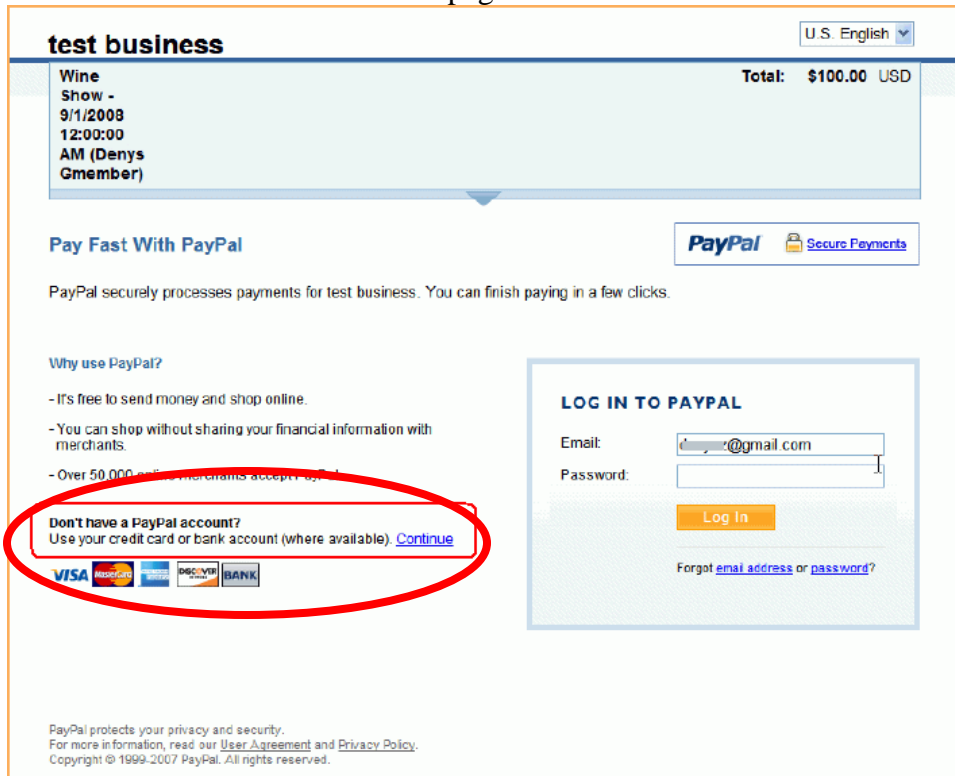
- i. Click CHANGE MEMBERSHIP LEVEL button if you wish to renew at a different level than your previous membership. *(Note: Corporate Level comes with three additional memberships, which can be added via the Member Profile page once the primary membership is paid and confirmed)*
- ii. Select the desired level, and follow the prompts through to PayPal, then follow Paypal instructions below

**b. RENEW MEMBERSHIP AT CURRENT LEVEL**

- i. Under Membership Details click button RENEW UNTIL 1 JAN 2010
- ii. Follow prompts through to PayPal.

**8. Complete online payment via PayPal,**

- a. If you have your own PayPal account, log in to complete payment on that account, **OR**
- b. Click the link at the bottom of the page to continue without an account



**9. Make payment**

**10. You will then receive two confirmation emails**

- a. One confirming payment from PayPal and
- b. Second, a thank you email from APT-DVC

**11. This then confirms your payment and that your membership is renewed**