

## Instructions for Renewing Online

1. Go to <http://mcmla45.wildapricot.org/>

2. All Midwest Chapter members have been loaded into the Wild Apricot database. You will need to create a password in order to access the membership portion of Wild Apricot, which contains your “**profile**” information. Access to the membership directory and the membership online renewal process. If you know your password from last use, login.

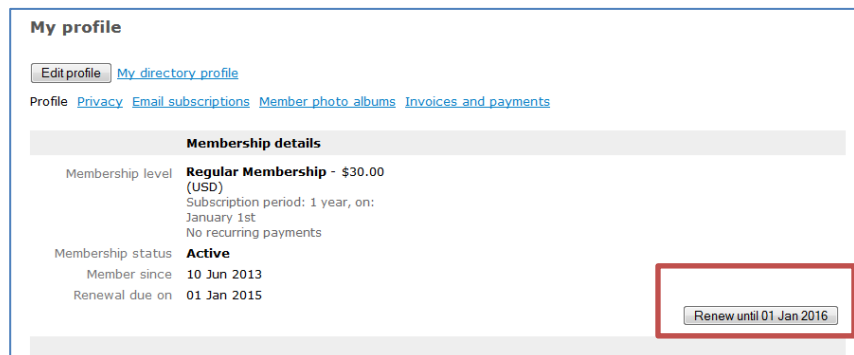


3. If you’ve forgotten your password, click on the “forgot password” link. Next, fill out the “reset password” form. Please use the email address that is on record, otherwise you will be treated as a “new member.” Look for the email notice and click on the link to create your password.

4. Once logged in, click on the “**View Profile**” link.



5. Click on the “renew until 01 Jan 2016” button. Please note: dues are **\$30** annually as of January 1, 2015.



Membership details	
Membership level	Regular Membership - \$30.00 (USD)
	Subscription period: 1 year, on: January 1st
	No recurring payments
Membership status	Active
Member since	10 Jun 2013
Renewal due on	01 Jan 2015

6. The next screen will list the renewal amount. Review your profile information. Make any necessary changes. Click on “update and next.”

**Membership renewal**

Renewal until 01 Jan 2016  
 Level Regular Membership - \$30.00 (USD)  
 Subscription period: 1 year, on: January 1st  
 No recurring payments  
 Current status Active

7. Next is “review and confirm.” This contains payment information. Please note that you can pay by credit card using PayPal (no account required), or you can print out an invoice and pay by check. After review, click on “confirm and proceed with payment.”

**Membership renewal**

**Review and confirm**

Renewal until 01 Jan 2016  
 Regular Membership - \$30.00 (USD)  
 Subscription period: 1 year, on: January 1st  
 No recurring payments  
 Current status Active

Total amount **\$30.00 (USD)**

Payment instructions You can pay by credit card using PayPal (no account required). We can also accept checks. Please send checks to:  
 Stephanie J. Schulte  
 Midwest Chapter/MLA Membership Secretary  
 Health Sciences Library  
 206 Prior Hall  
 376 W. 10th Ave.  
 Columbus, OH 43210

8. Now, you have the option to pay by credit card online using the Pay Online button. Or, you may print the invoice that is linked just beneath this (and is also sent to the email address on record). If paying online, you’ll then see the screen to make your payment.

**My profile**

[My directory profile](#) **Balance due: \$30.00**

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

**Balance due (1 items): \$30.00**  
 You can pay by credit card using PayPal (no account required). We can also accept checks. Please see your invoice for the address to send checks.

Search  Records found: 3

Date	Transaction	Balance due
08 Jan 2015	<a href="#">Invoice#00379</a> Member renewal Regular Membership	<b>\$30.00</b>

You can pay by credit card using PayPal (no account required). We can also accept checks. Please...

9. If paying online, you will receive confirmation following payment.

If paying by check, please mail the check to Stephanie Schulte at the address noted on the invoice. You will receive confirmation of payment via email upon receipt and processing of payment by the chapter.