Instructions for Renewing Online

1. Go to http://mcmla45.wildapricot.org/
2. You will need to login to access the membership portion of the Midwest Chapter website.

3. If you’ve forgotten your password, click on the “Forgot password” link. 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 your name** in the upper left corner.

5. To renew your membership, **click on the “Renew to 01 Jan 2025” button.**

6. The next screen will show the renewal amount and your profile information. **Review your profile** and make any necessary changes. **Click on “Update and next.”**
7. The next page contains payment information. You can pay online by clicking **Pay Online**. To pay by check, click on **Invoice Me**.

![Membership renewal](image)

8. If **paying online**, you will receive a receipt and renewal confirmation via email following payment.

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

**Any questions?** Contact Eileen Severson at easevers@gundersenhealth.org