## Instructions for Renewing Online

- 1. Go to <a href="http://mcmla45.wildapricot.org/">http://mcmla45.wildapricot.org/</a>
- 2. You will need to **login** to access the membership portion of the Midwest Chapter website.

Log in	Enter search string	Q
)	MIDWEST CHAPTER	
	ILLINOIS • INDIANA • IOWA • KENTUCKY • MICHIGAN MINNESOTA • NORTH DAKOTA • OHIO • WISCONSIN	
Welcome	Members Chapter Business Annual Meetings About Us	

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.

Please log in to continue				
Please login to continue to the p	page you have requested.			
f Log in with Facebook	Email	7		
<b>G</b> Log in with Google	Password			
	🗆 Remember me			
	l'm not a robot	reCAPTCHA Privacy - Terms		
	Log in Forgot pass	word		

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.

	Membership details
Membership level	<b>Regular Membership - \$40.00 (USD)</b> Change Subscription period: 1 year, on: January 1st No automatically recurring payments
Membership status	Active
Member since	10 Jun 2013
Renewal due on	01 Jan 2024 Renew to 01 Jan 2025

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."** 

Membership renewal				
Renew to Level Current status	01 Jan 2025 Regular Membership - \$40.00 (USD) Subscription period: 1 year, on: January 1st No automatically recurring payments Active			
Cancel Your profile		Update and next * Mandatory fields		
First name EILEEN	ON			

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		
🕕 Review and	d confirm	
Renew to	01 Jan 2025 Regular Membership - \$40.00 (USD) Subscription period: 1 year, on: January 1st No automatically recurring payments	
Current status	Active	
Total amount	\$40.00 (USD)	
Payment instructions	S40.00 (USD)   We strongly encourage you to pay by credit card. If necessary, we accept checks. Please send checks to:   Eileen Severson   Midwest Chapter/Membership Secretary   Gundersen Health System   1900 South Ave. H01-011   La Crosse, WI 54601   VISA   VISA   Image: Constant   Image: Constant   Image: Constant	
Cancel	Back Invoice me Pay online	

- 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 <a href="mailto:easevers@gundersenhealth.org">easevers@gundersenhealth.org</a>