



# Renew Membership Process for Members

14 Steps [View on Tango](#)

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Created by

LWV Snohomish County

Creation Date

June 3, 2022

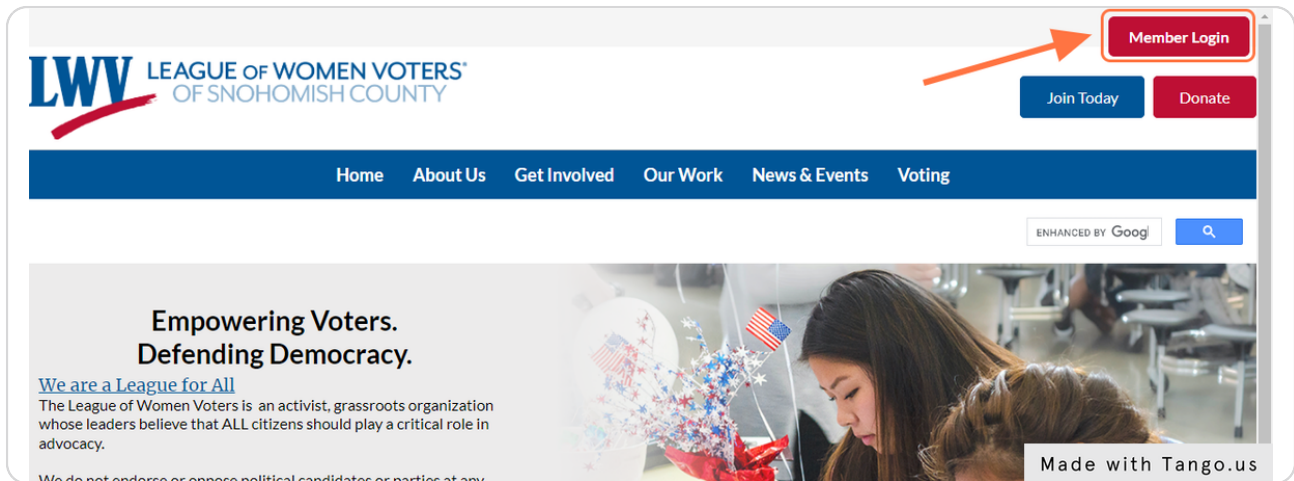
Last Updated

June 6, 2022

## STEP 1

Open the League of Women Voters of Snohomish County website ([lwvsnoho.org](http://lwvsnoho.org)) and log in.

Click the Member Login button to begin



## STEP 2

Enter your username and password, then Click on Login

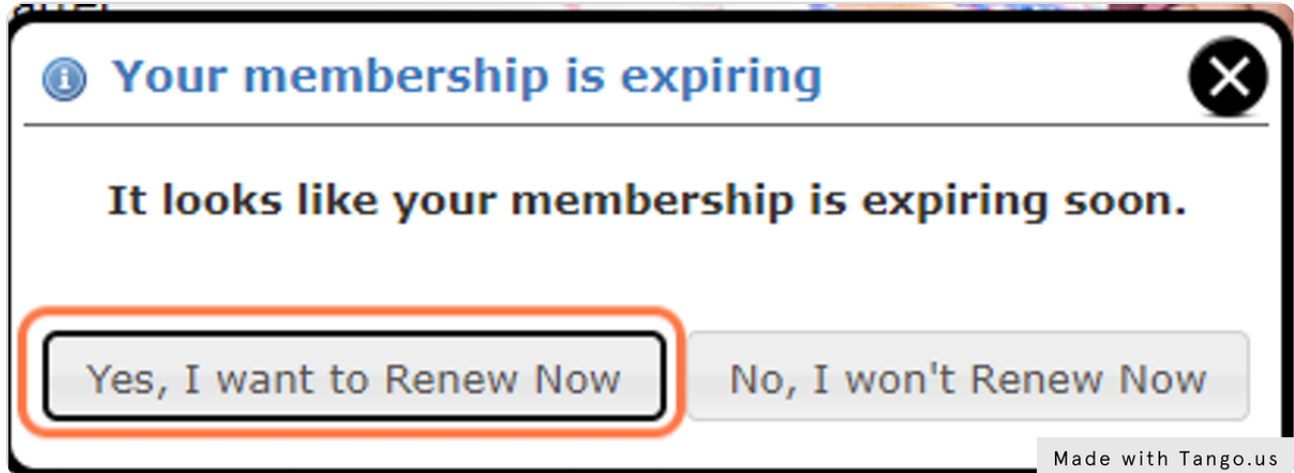
If you forgot either your username or password, click **Forgot My Username/Password** and they will be e-mailed to you at your e-mail address on file.

The screenshot shows the login page of the League of Women Voters of Snohomish County. The page has a breadcrumb trail "Home > Login" and a large "Login" heading. Below the heading is a text box that says "Please enter your user name and password and click 'Login'. Your user name is not case-sensitive". The login form contains two input fields: "User Name" and "Password". The "User Name" field has a red error icon. The "Password" field has a red error icon and an eye icon. Below the password field is a checkbox labeled "Remember me on this computer" with the text "Do not select this option on a shared or public computer" below it. At the bottom of the form are three buttons: "Login", "Cancel", and "Forgot My Username/Password". An orange arrow points to the "Login" button. Below the form, there is a link "Trouble logging in? Click here for assistance." and a small text "Made with Tango.us" at the bottom right.

### STEP 3

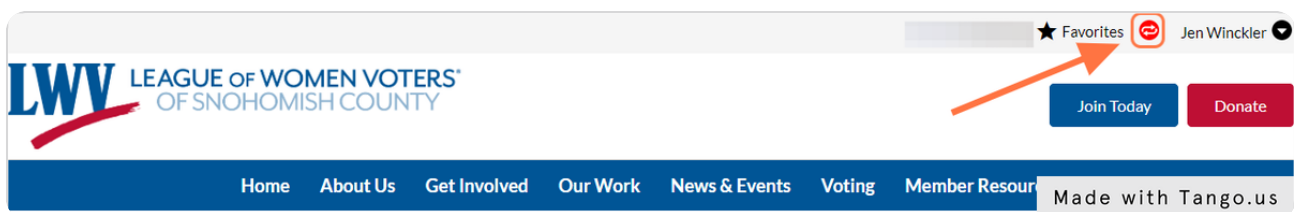
#### Do one of the following:

1. If the **Your membership is expiring** prompt appears, click **Yes, I want to renew now**.  
--- If you choose not to renew, the LWVSC website opens, and the prompt reminder reappears each time you log in.
2. If the **Your membership is expiring** prompt does not appear, click the red circle next to your name in the top right corner of the screen.
3. If the red circle and/or prompt do not appear, your membership is not in a renewal period and you need not renew at this time.



### STEP 4

**Note:** here is where you will see the red circle if you are in a renewal period.



## STEP 5

### Select your membership type. Click Next.

Leave as it is to continue with your existing level of membership, or click the arrow next to the drop down for other options. (Some options are restricted)

**LWV** LEAGUE OF WOMEN VOTERS<sup>®</sup>  
OF SNOHOMISH COUNTY

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Home > Member Profile > Membership Renewal

## Membership Renewal

Step 1 of 6

Your membership will soon expire. Use this screen to renew your membership by credit card or print an invoice to mail with a check. Your current membership type is shown below. Please review it and make any necessary changes. Note that some membership types may have eligibility requirements which you must meet in order to sign up using that type. Then click the "Next" button at the bottom of the page to continue to the next step.

Current Membership Status: Active - Expires 6/30/2022 - Payment Pending

Membership Type: **Individual (\$65)**

Member

New Expiration Date: 6/30/2023  
Web Signup Date: 2/25/2021  
League Join Date: 11/15/2019  
Last Renewal Date: 7/24/2021

Current Total US\$ 65.00

[Cancel](#) [Next](#)

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## STEP 6

### Verify and update (if necessary) your personal information. Click Next.

Home > Member Profile > Membership Renewal

## Membership Renewal

Step 2 of 6

### General Information

Member Number 1

Salutation [Select](#)

First Name Jen

Middle Initial

Last Name Winckler

Pronouns (She/Her/Hers)

Nickname

### Primary Address

Country: United States of America [Show All](#)

Address 1

Address 2

City

State

Zip Code

Timezone [Show All](#)

Home Phone

### Other Info

Mobile Phone

Fax

Email Address je

Website

[Back](#) [Cancel](#) [Next](#)

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## STEP 7

**Verify and update (if necessary) your legislative district and special skills. Click Next.**

Home > Member Profile > Membership Renewal

### Membership Renewal

What LWVSC unit would you associate with? (In general, the units are: North (Jefferson), Central (Brewer), and South (Somerville), including surrounding areas.)

South

Our League is divided into 3 geographical sections, however you may attend any meeting at any time.

What legislative district do you live in?

Check <https://leg.wa.gov/districtfinder/> to find your district. We use this for action alerts and communicating the legislative work that we do.

1

If you're joining the League for the first time, do you already know someone in the League? Please share their name!

We would like to hear how you are connected to other members. This is only shared with administrators and will not be on your profile listing.

Languages spoken, other than English

Are you fluent in another language? (Sometimes we need help with translations or communications)

Do you have skills or experience in certain areas you would like to share with us so we can ask your input to help guide the direction of the League's work? (For example: Management, Event planning/hospitality, Accounting/bookkeeping, Legal matters, Fundraising, Education, Art or graphic design, Data management, Communication/writing, Social Media pro, Community/Cultural Group connections, etc.)

If all skills checkboxes used  
This is only visible to you and the admins, not on your directory profile

Back Cancel Next

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## STEP 8

**Verify and update (if necessary) your interest in committees. Click Next.**

Checking these boxes doesn't commit you to volunteer work, it's a way to stay in touch with the work those committees are doing.

☐ Redistricting

☒ Children's services/homelessness

☐ Civil Discourse

\*Note, this committee is currently dormant\*

☐ Diversity Outreach

☐ Healthcare (including mental health)

☐ Natural Resources

☐ Transportation

☐ Action and Legislative issues

☒ Membership

☐ Communications

Help with Internal/external communications: website, press releases, social media, newsletters, etc.

**Voter Services**

You may select any number of interests in this category

☐ Voter registration

☐ Get out the vote

Our own Get Out the Vote program is Everyone, Every Time, Vote. Help us with messaging, communication, events, and more.

☐ Candidate forums

**Observer Corps**

We have an Observer Corps! Members can attend public meetings as an observer and submit a report back to us to be the EYES AND EARS OF THE LEAGUE!

You may select any number of interests in this category

☐ Observe Meetings

**Future Work**

Sometimes we don't have enough people for an official committee, but there may still be work to be done. Or we can form a committee with as few as 2 people! Let's get connected.

You may select any number of interests in this category

☒ Gun Safety

We are currently seeking someone to form and lead this interest area!

☐ Campaign Finance Reform

We are currently seeking someone to form and lead this interest area!

Back Cancel Next

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## STEP 9

### Optional: Select additional donations.

Amount fields are editable. No additional donation is required.

Home > Member Profile > Membership Renewal

Membership Renewal

Step 5 of 6

This screen allows you to purchase additional charges and membership options. Some items may allow you to change the quantity or dollar amount. Click the "Next" button to continue to the next step or the "Back" button to change information previously entered.

Additional Charge Item	Quantity	Price (US\$)	Total Price (US\$)
<input type="checkbox"/> Online Payment Fee (optional) Help us cover our online payment processing fees	N/A	5.00	
<input checked="" type="checkbox"/> Additional Advocacy Donation Support our local League with an additional donation of any amount. This goes to our Advocacy fund (501c4) and is not tax deductible. <small>Enter the amount you wish to pay. (\$25.00 suggested - max \$10,000.00)</small>	N/A	<input type="text" value="25.00"/>	25.00
<input type="checkbox"/> Donate to the Education Fund If you wish to make a TAX DEDUCTIBLE donation, consider contributing to the League of Women Voters of Snohomish County Education Fund, a 501(C)(3) organization maintained on our behalf by the Washington State League	N/A	<input type="text" value="25.00"/>	
<input type="checkbox"/> Donate to the Dues Scholarship Fund LWVSC maintains a scholarship fund to assist members with their membership fee. If you'd like to sponsor a specific member, please contact our Treasurer after making a donation	N/A	<input type="text" value="10.00"/>	
Total Additional Charges			US\$ 25.00

Current Total: **US\$ 90.00**

Back

Cancel

Next

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## STEP 10

### Verify your personal information, membership type, and any additional donations. Click Finish and Proceed to Payment.

If you have selected additional donations you will also see a **Detail of Charges** table.

Home > Member Profile > Membership Renewal

Membership Renewal

Step 6 of 6

Thank you for your continued interest in League of Women Voters of Snohomish County. Please review the information below, and then click the "Finish and Proceed to Payment" button to process your renewal and proceed to the payment page.  
You can also click "Back" to modify information previously entered, or "Cancel" to cancel your renewal.

Personal Information

Member Name

Address

Telephone

Email Address

Membership Summary

Membership Type

Member Type: Individual (\$65)(44546)

Membership Fee

65.00

Expiration Date

6/30/2023

Total Charge **US\$ 65.00**

Back

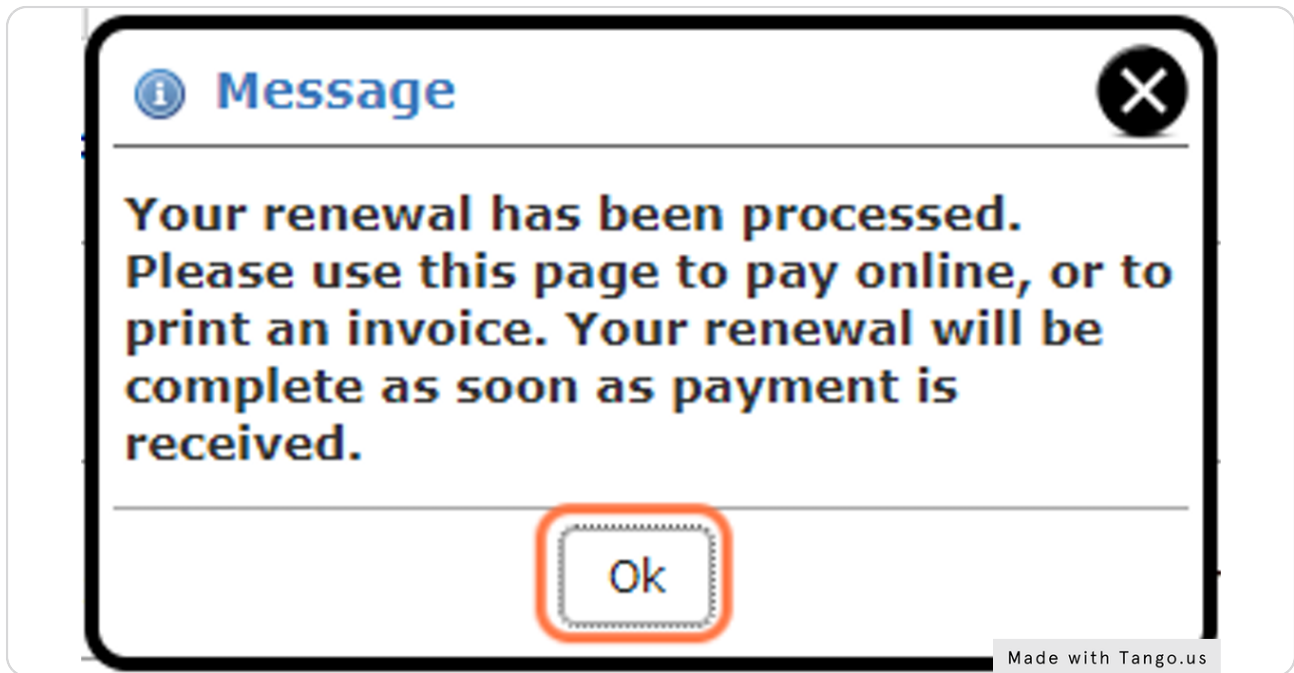
Cancel

Finish and Proceed to Payment

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STEP 11

At the Renewal Processed prompt, click OK.



## STEP 12

### Make payment. Do one of the following:

- If you choose to pay online, select payment type (PayPal, credit card, or checking account) and enter required information. Click **Submit Payment**.
- If you choose to mail a check, click **Print Invoice (PDF)**, and mail your check and the invoice to:  
League of Women Voters of Snohomish County  
P.O. Box 1146  
Everett, WA 98206

[Home](#) > [Make Payment](#)

### Make Payment for 1

The list below shows outstanding payments due. Use the checkboxes to select which payments you wish to make. The available payment options are in the "Payment Method" dropdown list. Make a selection and follow the instructions.  
You may print an invoice or a copy of this page by using the "Print" buttons at the bottom of the page.

☒ **Renew Membership**

Membership (Individual (\$65))65.00

Additional Advocacy Donation10.00

Donate to the Dues Scholarship Fund10.00

Transaction Total: 85.00

Due 85.00

Pay 85.00

Total Selected For Payment

US\$ 85.00

Payment Method < Select Payment Method >

Payment Details

Review the payments due, and select the items you wish to pay for now. Then, select a payment type and follow the instructions provided.

Refund Policy

All payments are final. We do not provide refunds for membership signups and renewals, event registrations, donations, storefront purchases, or other misc. charges. Please carefully review the charge(s) checked above and be sure you know what you are paying for.  
The refund policy is set by League of Women Voters of Snohomish County. If refunds are available, requests must be directed to League of Women Voters of Snohomish County - they cannot be handled by ClubExpress.

Print Invoice (PDF)

Print This Page

Submit Payment ✓

Pay Later ✕

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## STEP 13

### Additional Note:

Your renewal is not processed until payment is received.

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8 of 10



## STEP 14


### Click on Done and/or choose to print receipt

IMPORTANT NOTE:

The charge on your credit card statement will appear as

CLB\*LWW - Snohomish

If you have any questions, please contact your membership director, or contact ClubExpress directly at 1-866-HLP-CLUB (457-2582).



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Done

Print Receipt

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