

11/8/2014

## HOW TO RENEW YOUR MEMBERSHIP IN DCNRHS ON-LINE



DCNRHS uses a donation/gift (not dues) membership model. Your donation in any amount renews your membership/makes you a member. Memberships expire in December each year. To renew your membership on-line:

- Make a donation using the donation form on this site or on [www.dcnrhs.org](http://www.dcnrhs.org).... OR
- Log in to this site using by entering your e-mail address and password at the top of the page and pressing *Login*.

If you do not know or remember your password, click on *Forgot password*. You will be asked to enter your e-mail address that you registered with us. Once you have done that, a password will be sent to your e-mail address that you registered with us. Then log in using the password that was e-mailed to you.

- a. After you log in there are two different paths to renewing:
  - Click on *View profile* link at the top right of the page, or
  - Click on the *Join Us* button to the left and next to then where it says you are already a member, choose the *Edit Your Member Profile* link.
- b. On your profile page, there will be a button that says "Renew Your Membership until December 15, xxxx".
- c. Click on that button to begin renewal of your membership. You will need a Visa or Mastercard to complete the transaction by making a donation in any amount. Please note that the fee for receiving the newsletter hardcopy IS NOT a donation.

Known bugs: We have noticed that in some cases the system renews a membership, but does not advance the renewal due date. We are watching for this, but if it happens to you, please send an e-mail to [membership @ dcnrhs.org](mailto:membership@dcnrhs.org) and let us know.

### Additional Information:

1. If you received an invoice in e-mail, you may also pay the invoice on-line. In the e-mail, select "View invoice on-line" and then choose "Pay on-line" when the invoice displays.
2. If you have already paid by mail, you may disregard any invoice you may receive by e-mail. It is entirely possible that the two may have crossed in the mail.
3. Donations may be made/memberships may also be renewed by mail by sending your payment to the address below.

### About renewing your spouse or other family member"

When renewing on-line, families have been grouped together so that one person (the primary member) manages all the members in his/her family and can renew them all at once.

### Membership renewal questions and payments may be directed to our Membership Chairman:

Washington, D.C. Chapter NRHS  
c/o Russ Rudolph, Membership Director  
1521 Elcadore Circle Unit 31  
Anchorage, AK 99507-4510  
Phone: 907-929-5640  
[membership @ dcnrhs.org](mailto:membership@dcnrhs.org)