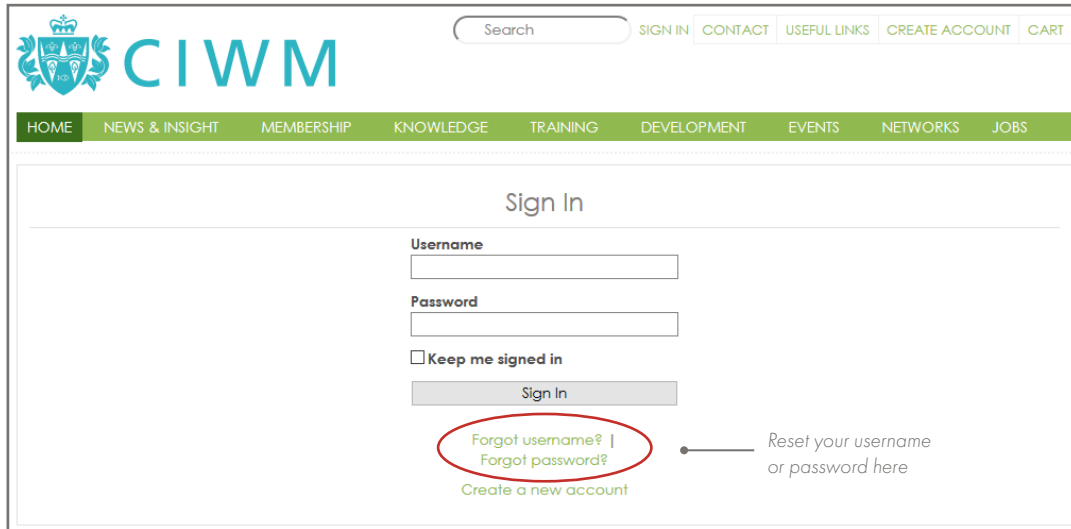


# CIWM Membership - Renewing Online

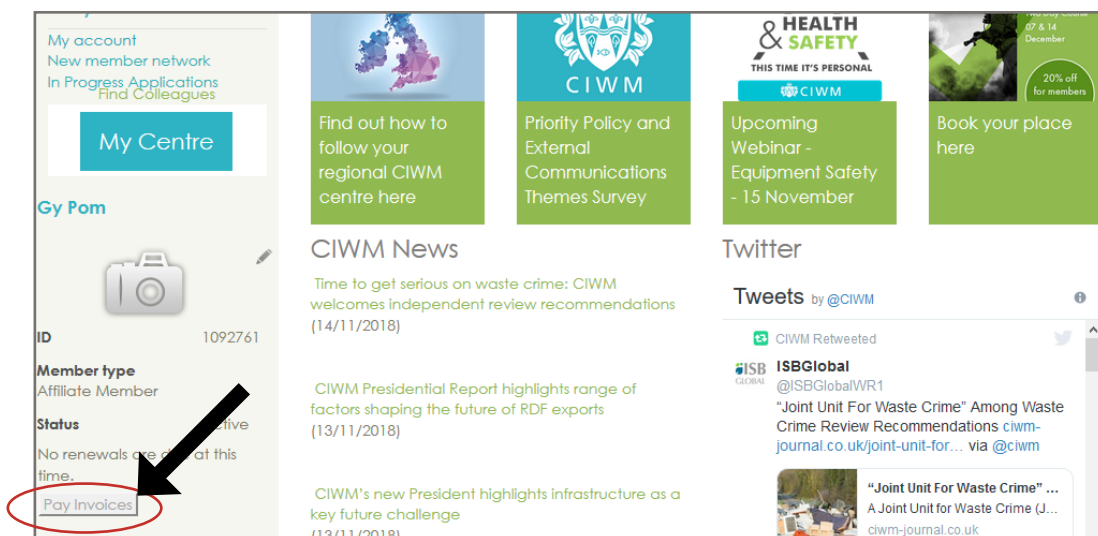
**Step 1:** [Click here to access your online account](#)

**Step 2:** Sign in to your account (go to Step 3 if you are already signed in).



**Note:** if you have forgotten your username or password, you can request this information using the 'Forgot username?' or 'Forgot password?' links on the [sign in](#) page.

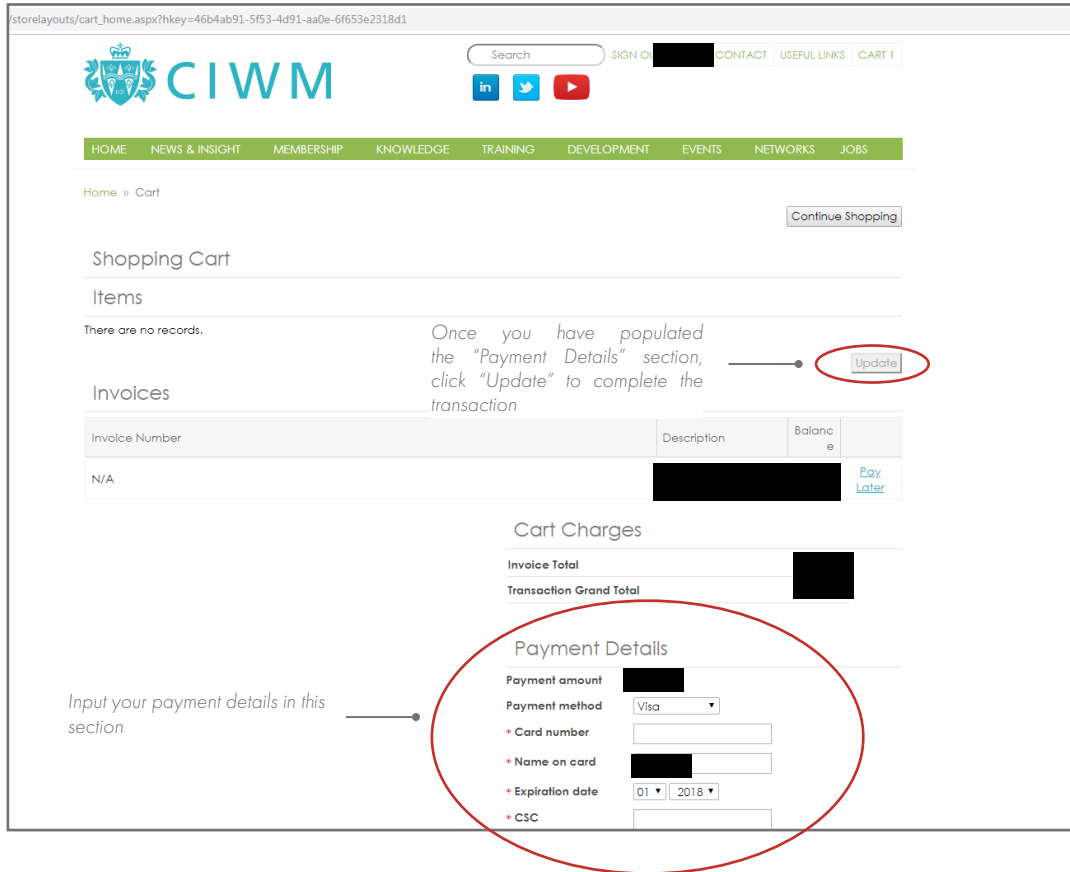
**Step 3:** Once logged in, click on 'Pay Invoices' in the 'My Areas' section.



The "Pay Invoices" button is located on the panel on the left marked 'My Areas'



**Step 4:** Complete the transaction on the Shopping Cart page.



The screenshot shows the CIWM Shopping Cart page. At the top, there is a search bar, a 'SIGN OUT' button, and links for 'CONTACT', 'USEFUL LINKS', and 'CART 1'. Below this is a navigation menu with items like HOME, NEWS & INSIGHT, MEMBERSHIP, KNOWLEDGE, TRAINING, DEVELOPMENT, EVENTS, NETWORKS, and JOBS. The main content area is titled 'Shopping Cart' and shows 'Items' with the message 'There are no records.' An 'Update' button is circled in red, with an arrow pointing to it from the text: 'Once you have populated the "Payment Details" section, click "Update" to complete the transaction.' Below this is an 'Invoices' table with one row for 'N/A' and a 'Pay Later' link. The 'Cart Charges' section shows 'Invoice Total' and 'Transaction Grand Total' with redacted values. The 'Payment Details' section is circled in red and contains fields for 'Payment amount', 'Payment method' (set to Visa), 'Card number', 'Name on card', 'Expiration date' (01/2018), and 'CSC'. An arrow points from the text 'Input your payment details in this section' to the Payment Details section.

**Note:** Once the transaction is complete you will receive confirmation of payment by email and a receipt will follow within 48 hours.

**For assistance with renewing your membership, please contact our membership support team on 01604 620426 or email [membership@ciwm.co.uk](mailto:membership@ciwm.co.uk)**

