

Tips for Renewing Your Membership on the Community Hub

If you have an email address on file with AAUW National, You **Must** use that email address to create your first-time login on the Community Hub. That email address is identical to the one on the electronic ballot mailed to you in April.

If You Have No Email Address on File,

You may send a check for the total dues amount of \$124 (Branch, National, and State for regular members who are not life or Honorary Life) to the branch post office box AAUW Glendale Branch. PO Box 887, Glendale CA 91209-0087. Make the check payable to AAUW Glendale. If you would like to include a donation only to the AAUW Greatest Needs Fund, you may add that to your check amount and indicate the amount on the memo line. If you would like to contribute to different AAUW funds, go to the AAUW national site to see the other fund options <https://my.aauw.org/donation-product-detail>.

Logging In

If you are a current member and, this is your first login.

Click on “Forgot Your Password?” ●

If you are a member, DO NOT select “Don’t have an account?” Enter the current email address on file with AAUW. If you cannot determine what email address you have on file, contact Bev Van Citters or Laura Guillory or check the roster at the branch meeting.

● **Logged in before?** Login with your email ID and previously selected password. If you don’t remember select **FORGOT** Password to reset

AFTER successfully logging in

The screenshot displays a user profile for Laura Guillory. At the top, there is a profile icon and the name 'Laura Guillory'. Below this, the page is divided into two main sections: 'Personal' and 'Membership'. The 'Personal' section includes fields for Full Name, Account Phone, Mobile, Email, Mailing Street, Mailing City, Mailing State/Province, Mailing Zip/Postal Code, and Mailing Country. The 'Membership' section includes fields for Member Type, Join On, and Member Thru. A red 'RENEW' button is located at the bottom of the page.

- Click RENEW On “Personal Snapshot” at bottom of page.
- Confirm or update your personal information.
- Select ALL branches of which you want to be a member. The Community Hub automatically picks the corresponding states, but check to verify.
- Choose a PRIMARY branch if you have selected multiple branches.
- Include a donation if desired.
- Pay with credit or debit card. O

Common Log in Problems

- Using your member number instead of your email address ●
- Using the wrong email address. Does National have your correct email? You **MUST** use the email address National has on file for you
- Not doing a password reset the first time you log in. This is necessary because you don’t have a password yet!
- You don’t receive the password reset email. Check your spam folder. If you can’t find it, National needs to be notified so they can determine why.
 - Sender: American Association of University Women
 - Subject line: AAUW Password Reset Requested
- Creating a new profile when you couldn’t log in the first time. Now you have a duplicate record that National needs to fix. When you log in, you go to your “new” account that does not have your membership.

Link to Video on **How to Login or Create an Account on AAUW.org**

<https://www.aauw.org/membership/new-systems-update/>

AAUW Community Hub How to Self-Renew for Existing Members

The Community Hub allows existing members to log in and renew their membership and donate.

Login to your **Personal Snapshot** one of two ways.

- From the AAUW homepage click **Log In** in the upper right corner



- or go to my.aauw.org

Click the **Forgot your password?** if you are an existing member but logging in to the Community Hub Personal Snapshot for the first time. If you've logged in before, enter email/password then click **LOG IN**.

On the **Personal Snapshot** page, scroll down and click **Renew**. This takes you to the **Membership Management** page to review/update your contact information, then click **Next**.

- Review rate information then **Select Membership Type**, then click **Next**

NOTE: After selecting **Graduate Student** or **Student Associate** (undergraduate) enter the future expected graduation date, then click **Next** (up to 2 times).

- Click **Yes** if you wish to add Branch or State memberships then click **Next**
- Select the **Branch**, scroll to bottom of the list, click **Next**

(**NOTE:** If multiple branches have been selected, you must choose one to be the primary.)

- Select the **State**, scroll to end of the list, click **Next**
- Click **Yes** or **No** to include a donation, then click **Next**
 - If **Yes**, enter amount in **Donation Amount** field, then click **Next**
 - If **No**, click **Next**

On **Checkout** page

- Review National, State and Branch dues
- Select Payment Type
 - Pay Now – Save Payment**

NOTE: If you wish to save a payment method for the branch, click *Add, edit, or remove your saved payments* in the **My Payment Methods** section. Click **Add Bank Account** or **Add Credit Card**, complete all fields, agree to **Terms and Conditions** (if applicable), then click **Save**. Return to **Checkout** to process your payment.

- Pay Now – New Credit Card**
 - Enter payment information, then click **Submit**
 - Save confirmation for your records

Link to video How to Self Renew

<https://www.aauw.org/membership/new-systems-update/>