

NAWIC
The National Association of
Women in Construction

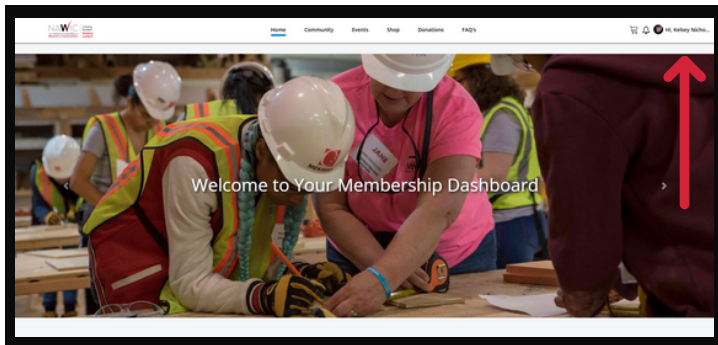
Membership Renewal

STEP-BY-STEP GUIDE



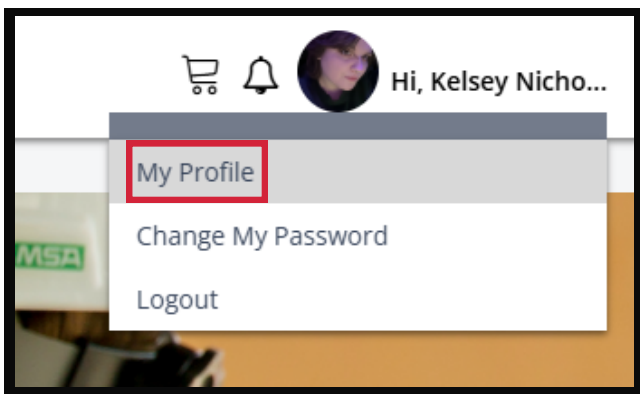
01

Navigate to the **Member Portal** (<https://nawic.users.membersuite.com/home>) and log into your account.



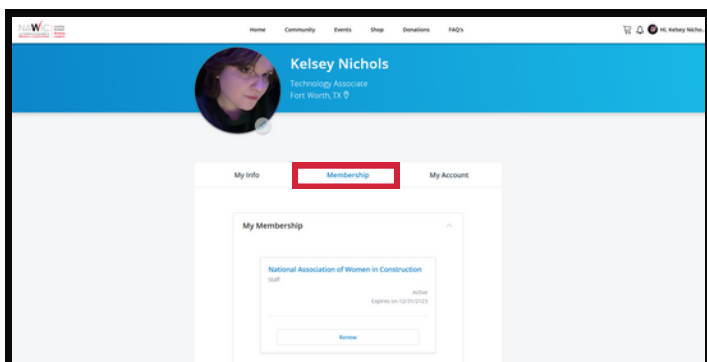
02

From the homepage, select the button at the top right displaying your name and profile picture.



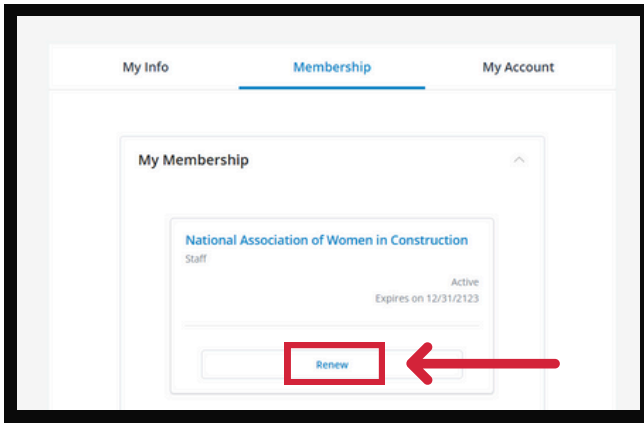
03

From this dropdown menu, select **My Profile**.



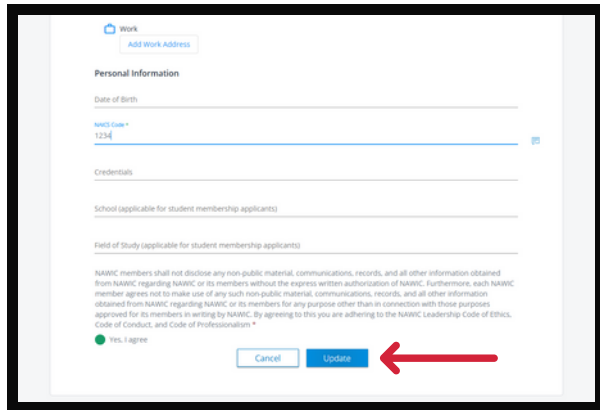
04

On the profile page, select the tab in the middle titled **Membership**.



05

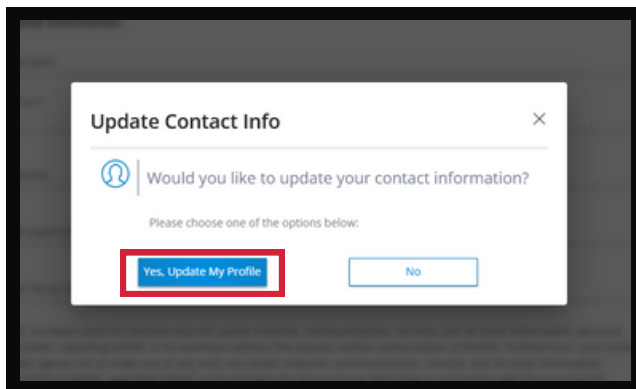
Under this Membership tab, select the **Renew** button.



06

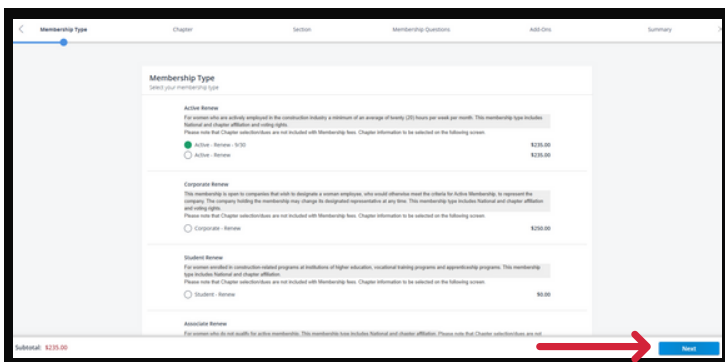
On this page you will be prompted to update your information. Please update anything that is outdated and fill out the fields that have an asterisk, as these are required.

Once you have filled this page out, select **Update** to continue.



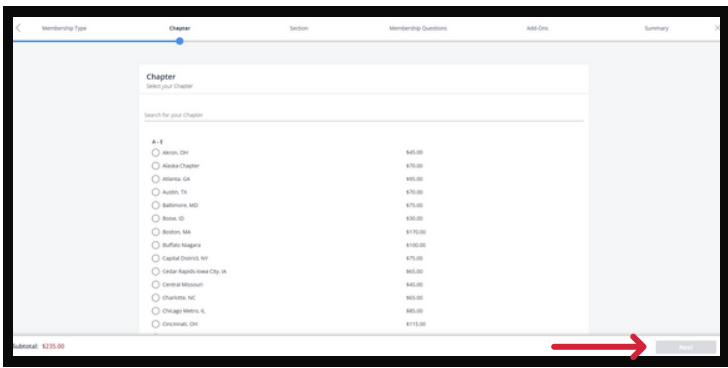
07

A popup will come up asking you to confirm these changes. Select **Yes, Update My Profile**.



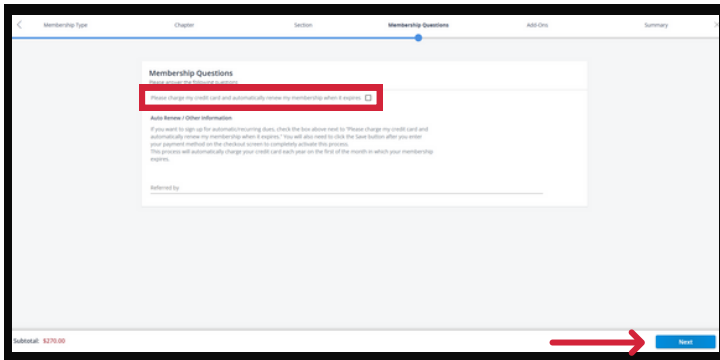
08

You are now in the **Membership Type** section. This is where you will select the membership type you are renewing. Once you have confirmed your selection, click **Next** at the bottom right.



09

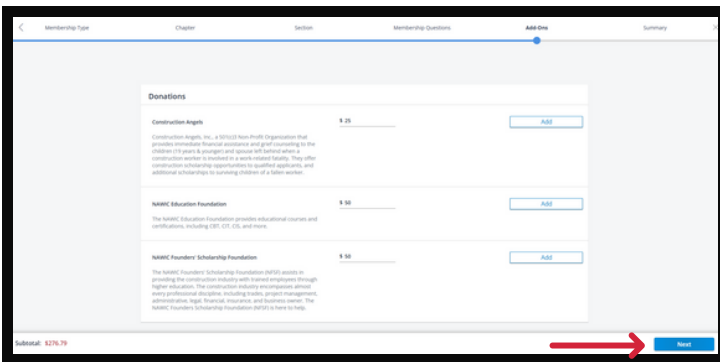
On the **Chapter** page, select your chapter. You can use the search bar to find your chapter or scroll down the page. Click **Next** at the bottom right.



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On the **Membership Questions** page, you can opt into auto-renew by selecting the checkbox. We recommend doing this.

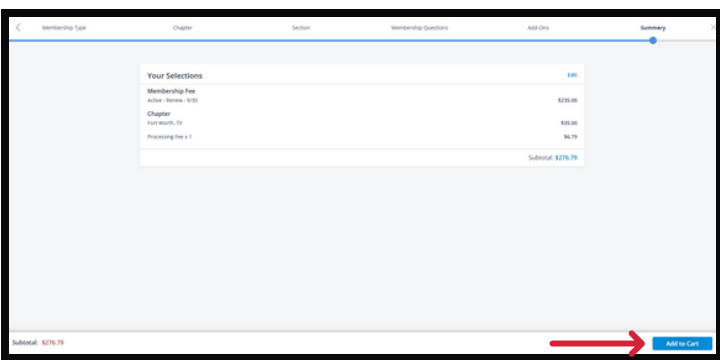
Once you are done with this page, click **Next** at the bottom right.



11

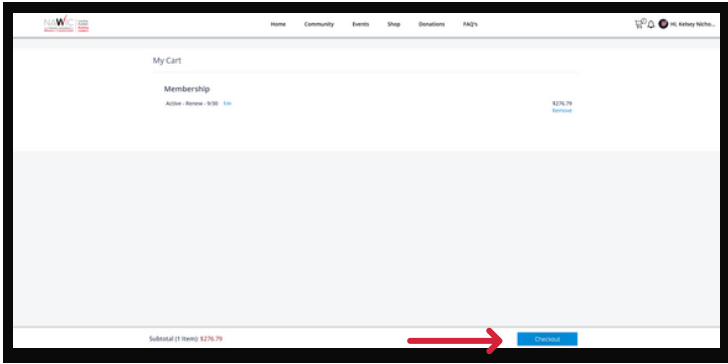
On the **Add-Ons** page, you can add donations to our affiliated organizations. This is entirely optional.

Once you are done with this page, click **Next** at the bottom right.



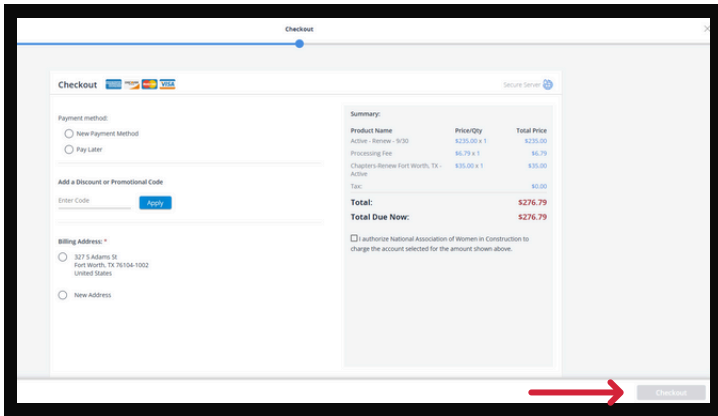
12

The **Summary** page shows the selected Membership, Chapter, and any add-ons you opted into. Confirm that the information is correct then click **Add to Cart** at the bottom right of the page.



13

You are now on **My Cart** page. From here, click **Checkout**.



14

You can now fill out your payment information. Once you are finished, click **Checkout** at the bottom right.

You have successfully renewed!

Access **Member Only** resources by logging into your account on nawic.org.

Update your membership settings with the **Member Portal** at nawic.users.membersuite.com/home.

Still have questions? Check out the FAQ on the next page.

Membership & Renewal FAQ

Where do I go to renew my membership?

You can renew your membership through the Member Portal at nawic.users.membersuite.com/home

Why can't I log in on the website?

If your membership renewal date has passed, you'll temporarily lose access to the member section of the website. To regain access, please renew your membership through the Member Portal.

What's the difference between the Member Portal and the Member Website?

Member Portal: Used to manage your membership: update your information, renew, make payments, etc.

Member Website: Provides access to member-only resources such as handbooks, manuals, benefits, marketing materials, and chapter tools.

I'm stuck during the renewal process, what should I do?

Make sure all required fields (marked with an asterisk *) are completed. If you've done this and still can't proceed, please contact us for assistance.

I renewed but still can't access the Member Website, why?

Please allow 24-48 hours for your renewal to fully process and for your access to update. If you're still unable to log in after that time, contact us for help.

CONTACT US

Phone: 817-877-5551

Email: nawic@nawic.org