



Washington State Society for  
**Clinical Social Work**  
Identity • Integrity • Diversity

## Online Membership Renewal & Payment Instructions

*If you would like to manually renew (Administrator renews for you), please contact Aimee: [admin@wsscsw.org](mailto:admin@wsscsw.org), for the manual renewal form. Please note there is a \$10.00 charge for manual renewals.*

**Login:** Enter your email address and password in the fields in the upper right corner of the page. If you don't know your password, select "**forgot password**" to reset it. An email message will be sent to the address associated with your WSSCSW member account with a new password.

Select **View Profile** (this is found by clicking on your name) View Profile Change Password Logout

From this page you can:

Select **Change Membership Level** if you wish to upgrade to the Premium level that includes the enhanced roster listing or if your membership level has changed in some other way (maybe from Associate to General)

Select your **new membership level**

Select **Next** to continue with renewal. See steps below.

**OR**

Select **Renew until 01 Sept 2018**

Review your membership profile. Update any information as needed.

If everything is correct, select **Update and Next** to continue

If something is incorrect, select **Cancel** and start again at Step 3

This is also your opportunity to make a contribution to our lobbyists. Please consider doing so.

Review membership level and payment information on screen

If correct, select **Update and Next**

If incorrect select **Back** to return to previous screen

**Review and Confirm**

To pay online using Pay Pal, select **Pay Online**

To pay manually with a check, select **Invoice Me**

Mail payment to: WSSCSW

PO Box 77264

Seattle, WA 98177

**Logout**

If you have any questions contact, Denise Malm ([demcg2010@gmail.com](mailto:demcg2010@gmail.com)) Membership Chair or Aimee Roos ([admin@wsscsw.org](mailto:admin@wsscsw.org)) Executive Administrator.

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