

General Member Below \$10 Million Renewal Process

1. Log in to www.waswd.org



2. After logging in, you will be automatically directed to the [Member's Portal](#)
3. In the Member's Portal on the left of the webpage are shortcuts. Under the **Account Details** section, you will see **Membership Renewal** (Highlighted Below) – Select That

ACCOUNT DETAILS

- My Directory Options
- My Transactions
- My Invoices
- Membership Renewal**
- My Events

4. The next screen is the **Disclaimer**. Review it and Click **Accept**
5. You will be then taken to the **Membership Renewal Info** Page (Below)
 - Make sure the information is correct. (If not, please contact staff@waswd.org)
 - Copy the revenues for use on the next page and click **Next**

Membership Renewal

SUBSCRIPTION INFO > RENEWAL INFO > PAYMENT

We look forward to another year of your membership with WASWD, offering you opportunities for education and networking, and providing a unified voice for water and sewer districts across the state. Your membership dues are based on the rate approved in the budget at the membership meeting at the Fall Conference. Thank you for your continued support!

Current Subscription

Member Type:	Water/Sewer District: Revenues BELOW \$10 Million
Total Water & Sewer Revenues	7500000
Description:	A General Member is a special purpose sewer, water or combined sewer/water district of the State of Washington that has been accepted by the Board of Directors and is in good standing.
Current Expiration Date:	12/31/2023

6. **Membership Renewal** Page 2 (Below)
 - Membership Type, Description and Membership Cost: Insert the **Total Revenue** from the previous page in the empty box and your renewal membership cost will be displayed.

Membership Type Details

Membership Type:	Water/Sewer District: Revenues BELOW \$10 Million
Description:	A General Member is a special purpose sewer, water or combined sewer/water district of the State of Washington that has been accepted by the Board of Directors and is in good standing.
Membership Cost:	Please enter the following as it applies to you: Total Water & Sewer Revenues <input type="text"/>

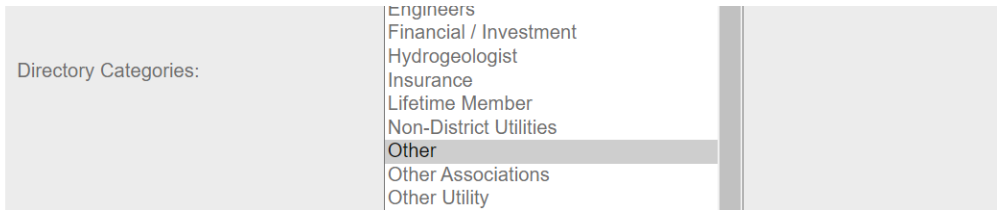
7. **Manage Contacts** (Highlighted Below) – You may remove contacts here.

Additional Contacts

Your Organization is setup with 3 administrators and 2 reps level of contacts. All 5 contacts will be renewed during this membership Renewal. Additional Contacts Cost: **\$0**.

Manage Contacts

8. Select your **Directory Category**. – Review or change your directory category. You may only select 1.



Directory Categories:

- Engineers
- Financial / Investment
- Hydrogeologist
- Insurance
- Lifetime Member
- Non-District Utilities
- Other**
- Other Associations
- Other Utility

9. **Additional Listing** – We do not offer additional Directory listings at this time.

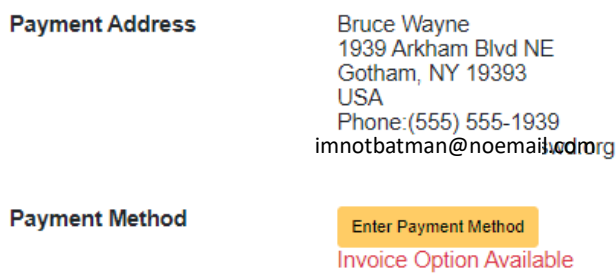
10. **Enhanced Listing (Below)** – Leave the box checked and select **Checkout**

Enhanced Directory Option

If you would like an enhanced directory listing with us, please select this box.

Check box to enable enhanced listing. This feature costs \$0 per year and will modify the directory listing to include a colored background, photo or logo, text description and enhanced links to your website, email, & Google maps.

11. **Payment Screen** – Here you may edit your payment address and select **Pay By Invoice**. (Highlighted Below)
Member districts may pay only by invoice without incurring additional fees. Any district that selects pay by credit card will be sent a separate invoice for a 4% credit card processing fee.

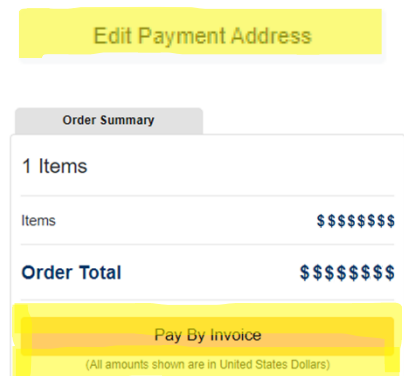


Payment Address

Bruce Wayne
1939 Arkham Blvd NE
Gotham, NY 19393
USA
Phone: (555) 555-1939
imnotbatman@noemail.com

Payment Method

Enter Payment Method
Invoice Option Available



Edit Payment Address

Order Summary

1 Items	
Items	\$\$\$\$\$\$\$\$
Order Total	\$\$\$\$\$\$\$\$

Pay By Invoice

(All amounts shown are in United States Dollars)

12. After selecting Pay By Invoice, an email will be sent to the email address you have registered in the [Member's Portal](#) under **My Billing Information**.