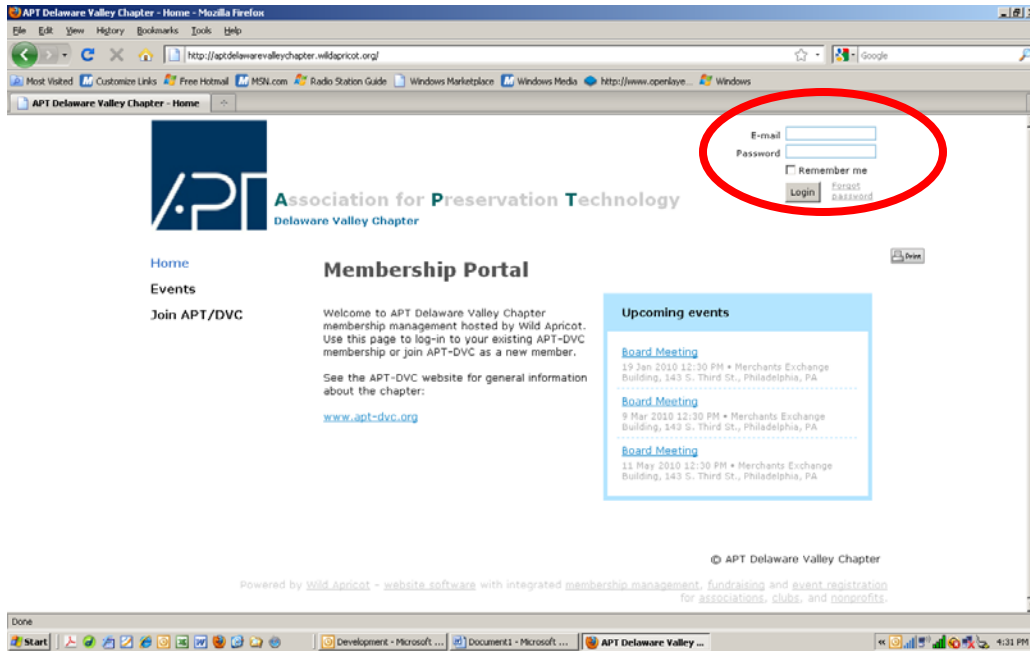
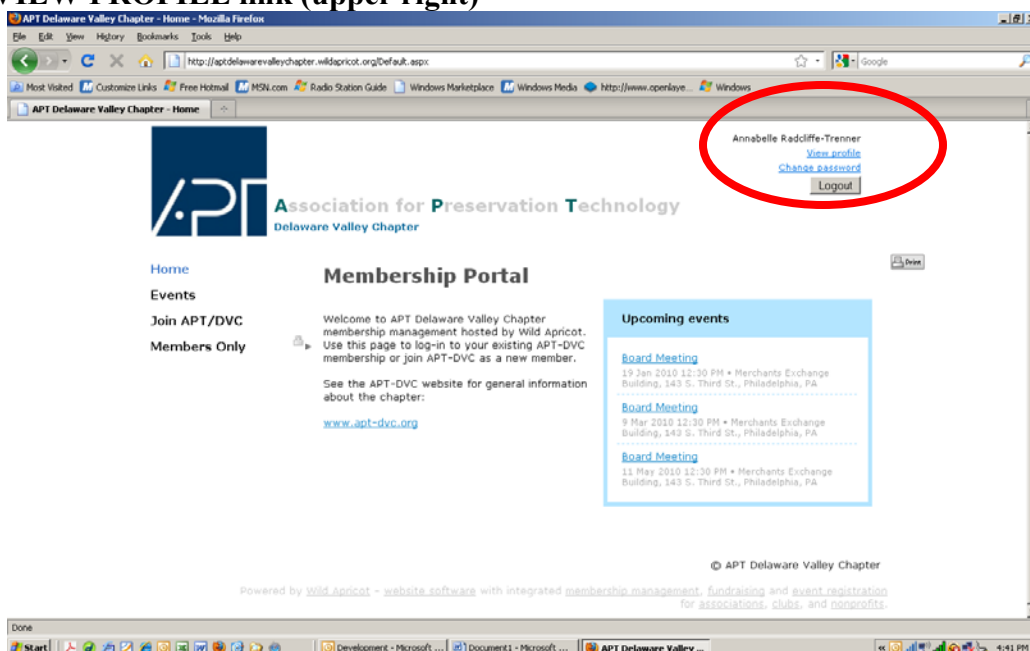


APT-DVC MEMBERSHIP RENEWAL INSTRUCTIONS

1. Go to website: www.apd-dvc.org
 - a. If old site comes up press refresh/reload and you will get the new site with band of photos on top.
2. Click **MEMBERSHIP**
3. Click the **RENEWAL** link at bottom of the page
4. Log into the Wild Apricot member portal
 - a. Enter email and password in top right corner
 - b. ALL CURRENT MEMBER PASSWORDS = “password”
 - c. If presented with a choice, select MEMBER login, not ADMINISTRATOR login (*applies only to those with Administrator rights on the Wild Apricot account*)



5. Click **VIEW PROFILE** link (upper right)



6. If needed, profile information can be updated here

- a. Click UPDATE PROFILE button to edit contact details

7. Renew membership:

a. CHANGE MEMBERSHIP LEVEL

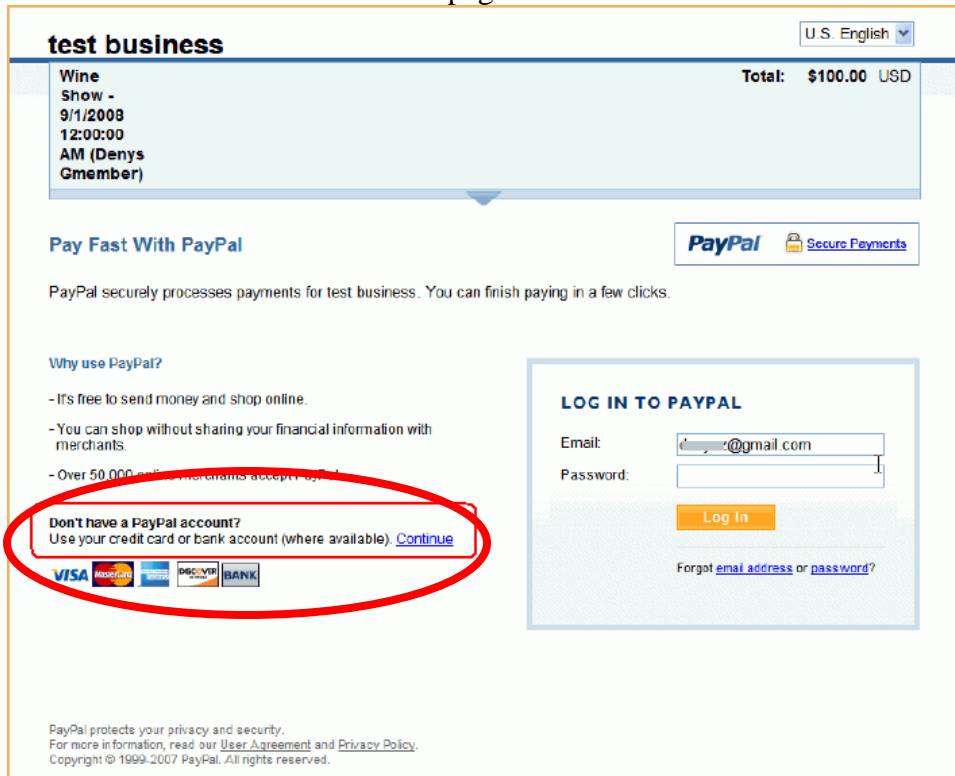
- i. Click CHANGE MEMBERSHIP LEVEL button if you wish to renew at a different level than your previous membership. (Note: Corporate Level comes with three additional memberships, which can be added via the Member Profile page once the primary membership is paid and confirmed)
- ii. Select the desired level, and follow the prompts through to PayPal, then follow Paypal instructions below

b. RENEW MEMBERSHIP AT CURRENT LEVEL

- i. Under Membership Details click button RENEW UNTIL 1 JAN 2010
- ii. Follow prompts through to PayPal.

8. Complete online payment via PayPal,

- a. If you have your own PayPal account, log in to complete payment on that account, **OR**
- b. Click the link at the bottom of the page to continue without an account



9. Make payment

10. You will then receive two confirmation emails

- a. One confirming payment from PayPal and
- b. Second, a thank you email from APT-DVC

11. This then confirms your payment and that you are a member for the coming year.