



### Membership Renewal Instructions

Details on how to renew your membership using the [www.the-macma.org](http://www.the-macma.org) website are outlined below.

1. Go to [www.the-macma.org](http://www.the-macma.org) and select "Join or Renew" under the "Membership " menu item on the upper left-hand menu of the home page.
2. Click on the "Renew" button at the bottom of the "Join or Renew" page.
3. Then, enter your Username and Password. Your username was provided to you above this section. If you do not remember your password, please log in with your email address, and you will need to reset your password.
4. This will take you to the Member Renewal form. Make sure the information pre-filled in for you is correct, and if necessary, make any corrections or changes.
5. Complete the form and click "Submit".
6. This will bring you to the Payment Due page. Please select either the "pay now" or invoice me options.
7. If you select the "Pay Now option," you will be taken to the payment information screen. Enter in the requested information, and you will be emailed a confirmation and receipt.
8. If you pay via check, please select the "invoice me" option on the Payment Due Page. Once you select this, you will see the confirmation page with your membership information and where to send payment.

If you have questions, please call or email Abby Murray at [amurray@the-macma.org](mailto:amurray@the-macma.org) or call her at 856-298-0703.