

Renewing Your AWCI Membership Investment Is Now Easier Than Ever!

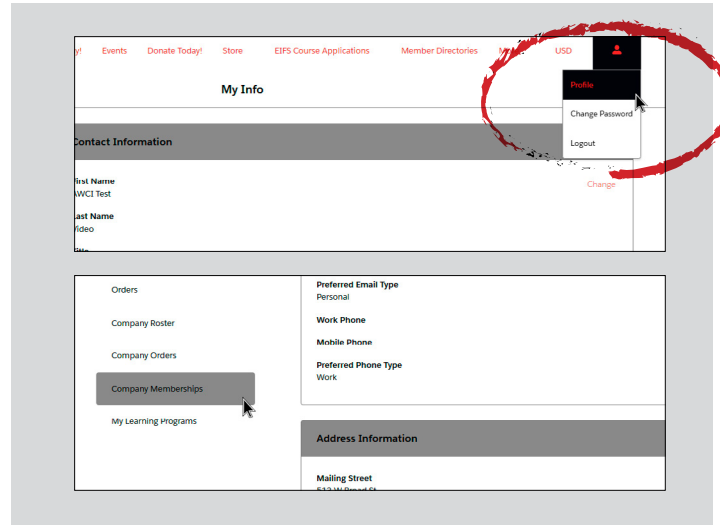
AWCI members may now renew their annual investment online through [AWCI's Member Central](#). Even better, members may choose to set up their annual investment to auto-renew, meaning you won't have to worry about whether or not your AWCI membership is active! [Log in](#) to AWCI's Member Central using your email address.

Issues? Contact Janie Hakim, member relations manager, at hakim@awci.org for assistance.



Step 1.

After logging in, click on the **profile link** under the “user” symbol on the upper right side. Then click the **Company Memberships** link in the left-side profile menu.

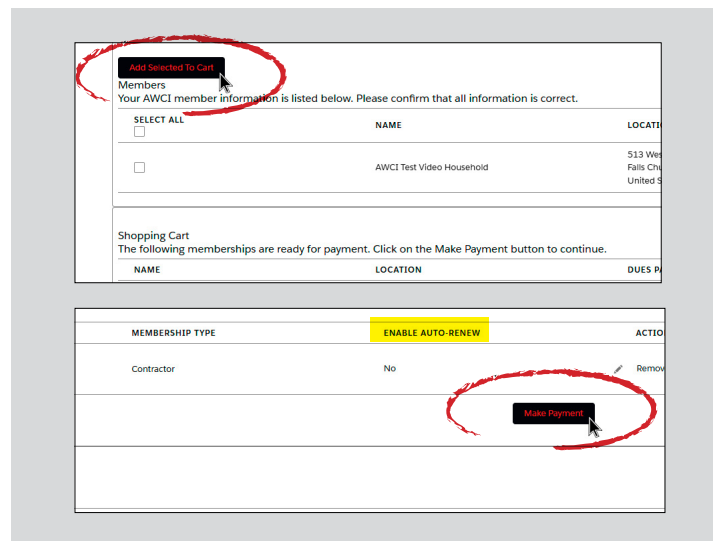


Step 2.

Review your company information and **Add Selected to Cart**.

If your company info is correct, simply click “**Add to Cart**,” then “**Make Payment**” to proceed to the payment screen.

Need to make changes? No problem! Click on your browser's back button, then select “**Company Info**.” If you have the **AWCI-Company Info Admin** badge, you're authorized to make changes to your company information, employee rosters, etc. Don't see that badge in your profile? Contact Janie Hakim at hakim@awci.org to have it added.



HINT: Want to set your membership to automatically renew? Easy! Click on the pencil next to Enable Auto-Renew in your shopping cart.

Step 3.

Pay by **Credit Card** OR **Invoice Me**.

You have two options to pay!

1. Select "Credit Card" and pay online. Once information is entered, click "Process Payment" one time. Receipt will be added to your "Company Orders" tab in your profile under "All Orders." OR
2. Select "Invoice Me" and enter "2025-26 <Company Name>" for Customer Reference Number, then click "Complete Transaction" to generate invoice.

Print invoice and mail, with check, to:

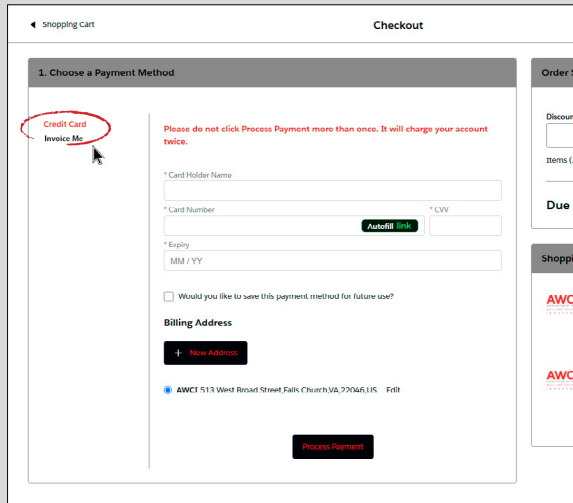
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Attn: 2025-26 Membership Renewal

513 W. Broad Street, Suite 210

Falls Church, VA 22046-3257

[Click here](#) to login and review.



Payment Instructions: Step-by-Step

AWCI members may now renew their annual investment through Member Central.

Please follow the steps below:

1. Click the Portal Login link.
 - Username is your email address on file.
 - Unsure of your password, click Reset Password on the login page.
2. Click the profile link under the "user" symbol on the upper right side.
3. Click Company Memberships link on left.
4. Click Add to Cart button.
5. Click the Make Payment button.
6. Select Payment Method.

To pay by credit card:

- Enter credit card information.
- Select Process Payment button one-time only.
- A receipt will be added to your company profiles tab under All Orders.

To pay by check:

- Select Invoice Me.
- Add annual renewal period of 2025–2026.
- Add company name.
- Select Complete Transaction button to generate the invoice.
- Print.
- Mail invoice together with check to:

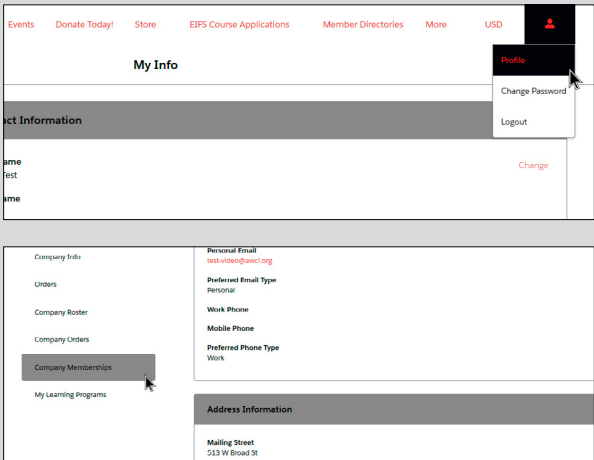
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