

AAWC ONLINE MEMBERSHIP SYSTEM INFORMATION

AAWC uses an online system for membership data and related tasks. With the online system, you can:

- Easily update or review your information 24/7
- Quickly renew your membership and/or make contributions in real time
- Access up-to-date AAWC Member Directory information, including your own personal profile listing

Powered by **Memberize**, the AAWC membership system uses up-to-date security measures to ensure your data is secure. Your credit card information is not stored beyond the necessary time needed to access your account.

Automatic Email Renewal Notices

- Your email address is a vital part of our system and we need it to communicate with you
- Please be sure to set your SPAM filters to allow email to come to you from aawconline.org
- Membership starts on the day you join and expires after 1 full year
- You will receive an automatic, system-generated emailed renewal notice 45 days prior the expiration date
- If you do not renew at that time, you will receive another automatic email 30 days before expiration
- A last automatic email will be sent on the expiration date and a paper Expiration Notice will be mailed

We'll continue to follow-up periodically in hopes that you will renew (until you tell us otherwise). You won't want to miss even one informative month of membership and benefits, and we certainly don't want to miss you!

NEED HELP?

Below are step-by-step instructions for using the membership system.

To Join for the First Time OR to Renew Your AAWC Membership, Have Your Credit Card Ready and:

- Go to www.aawconline.org
- Select the "**Membership**" tab along the top menu bar of the AAWC homepage
- Click "**Join/Renew**" from the drop down menu
- To renew use the box labeled "**Returning Members and Visitors.**" (Enter your **Username** and **Password** or click "**I forgot my Username/Password**")
- To join for the first time, use the "**New Visitors**" box
- Complete the form(s) as indicated and select "**Continue**"

To View Your Online Membership Profile, Go to www.aawconline.org and:

- Point your mouse to the "**Membership**" button and select "**Update Profile**" from the menu
- On the next screen, use the "**Member Login**" box on the left to enter the AAWC online membership system
- Enter your **Username** and **Password** (or follow the directions listed to retrieve your username and password)
- Upon entering accurate information into the system, you will enter the **Welcome! Page**
- Please read the information listed on the **Welcome! Page** to update/verify your information
- Select "**My Info**" from the left Navigation Panel or click "**My Info**" in the description paragraph to the right

NOTE: Your home address is entered in the "Contact Information" section; work address is entered in "Employer Information."

- Scroll down to "Other Information" and select the address you prefer for mailings
- Update other information as necessary
- Look for "Membership Information" and note your Member Number (mID) and membership expiration date
- Update your "username" and "password" to something familiar to you
- Select information to be displayed in the Member Directory in the right column labeled, "Fields Displayed in Profile"
- **IMPORTANT:** Scroll to the bottom of the screen when finished and click "**Submit Changes**" to save your work

To View the Online Networking/Membership Directory, Go to www.aawconline.org and:

- Point your mouse to the "**Membership**" button and select "**Search Members**" from the drop down menu
- Use the "**Member Login**" box to enter the system by entering your **Username** and **Password**.
- Upon entering accurate information into the system, you will enter the **Welcome! Page**
- Select "**Profiles**" from the left side or click "**Profiles**" in the description paragraph
- Search by first or last name or use "**Advanced Search**" for other search options

Helpful Hint: Credentials for members are listed in both "Position/Title" and "Credentials". For example, when searching for all Nurse Practitioner members use Select Member Profiles where: Position/Title contains "NP" **or** Credentials contain "NP"

To Contribute an AAWC Fund:

- You may do this from the AAWC homepage, www.aawconline.org, without signing in to your account. Simply point your mouse to "Contact Us" at the top of the page and select "Contributions" from the drop down menu
- You may also contribute from inside the Members-only system if you prefer by selecting **Scholarship Fund, AAWC Global Alliance, and AAWC General Fund** from the left hand-side once you login. (Follow the same directions to login to your account as is listed above under "**To View Your Online Membership Profile.**")