

Navigating the New Dues Payment System

Important Dates for Membership Renewal

September 1 – second email reminder from LWVUS, members should start renewing now

October 1 – third email reminder from LWVUS, Official Renewal Date

November 15 – late email reminder from LWVUS

December 1 – member is made inactive if dues are unpaid

Your reminder email is from membership@lww.org with the subject heading 'Renew Your League of Women Voters Membership'. Check your spam or junk folder if you do not receive this email.

This description of the new payment system is divided into two parts; Part 1 describes the online renewal process; Part 2 describes the process for paying by check to LWVUS.

NOTE: Please DO NOT combine donations or contributions with your dues payments whichever payment method you choose. Please make donations **separately** using the Donation button on LWVCNM web site (lwvcnm.org) or by sending a check to LWVCNM, 6739 Academy Rd. NE Suite 124, Albuquerque NM 87109-3352. This avoids processing fees that the online system deducts.

Part 1 Online payment using LWV portal

If you are familiar with shopping online this is similar, payment is by credit card or bank account.

When you open your renewal reminder from LWV, click on the link to [LWV Member Portal User Guide](#) for a short 3 page introduction to the LWV portal and the renewal process.

When you are ready to renew, click on the Join/Renew button on the reminder email. Then enter your email address on the screen that pops up and click on 'Continue with email'. Check your email for a confirmation code from LWV. It will contain both a button to click and a confirmation code. Use either one to access the portal.

On the portal you can check your profile to make sure the information is correct, then select the dues amount you wish to pay. (note: if you are adding a second member the payment will be the same for both members). The recommended amount is \$75. The minimum amount is \$20.

Skip the next page for Contributions.

Follow the prompts to pay by credit card or bank account. You may then update your profile information and respond to questions that LWVCNM has posted regarding your interest in the League.

Part 2 Paying dues by check made out to LWVUS

This part is for members who do not use email or prefer to pay by check.

When you are ready to renew on or before October 1, write a check to LWVUS for the dues amount only (\$75 is recommended and \$20 minimum). Fill out the information form from LWVCNM web site or sent to you from LWVCNM, including any changes in address, phone number or email address. Send the form and the check to LWVCNM, 6739 Academy Rd, Suite 124, Albuquerque NM 87109-3352.

Office volunteers will process the payment by accessing the LWV portal, renewing your membership, downloading a 'Pending Member Payment form, and mailing your information form, the check and the pending payments form to a bank for processing, after making copies of all documents.

As you can see this is a time-consuming task, so we strongly urge members to renew their dues online, if possible.

Our Educational Monthly Meeting on September 11th will describe the new dues payment system in detail and answer questions. In addition, the Drop-In Coffee at the League Conference Room on Saturday, September 20th will focus on answering members' questions and assisting with renewals.