

Steps to renewing your Individual Membership

Log In:

- You will need your email address and password.
- If you do not know your password, please contact Jenn at our office at 414-431-8193 or via email at wemsa@wisconsinems.com.

Once logged in:

1. Go to my profile and click the icon.
2. The first step is to **Update Your Profile** by clicking on the red **Quick Links** button on the right side.
 - a. Scroll down to the bottom box and select the edit button. Please update all information including the email address and phone number.
 - b. The email address must be unique to you. An individual member may not share the same email address.
 - c. Once changes are made, be sure to click the green **save** button.
3. The second step is to upload your profile picture.
 - a. Click on the tab marked my profile and select **change profile picture**.
 - b. Click on the picture below to upload, edit or delete your avatar. Please note logo size limitations are outlined above logo drop box. (Uploaded images will automatically be resized to 120px by 120px with a smaller, companion thumbnail of 64px by 64px).
 - c. Once the photo is uploaded be sure to click save.
4. The third step is to click the contact preferences tab from the **My Profile** tab.
 - a. Review the account preferences.
 - b. If the switch is set to off, **Turn on** the mailing list preference by clicking on the button.
 - i. newsletters
 - ii. announcements
 - c. WEMSA updates
 - d. Under the **Social Community** emails list, **turn on** the emails you wish to receive.
5. Optional tabs under **My Profile**
 - a. **Message History** tab which houses all messages sent to your email.
 - b. **Invoices** tab with allows you to review paid and unpaid invoices
 - c. **Submissions** tab which allows you to review forms you have submitted for a specific event you wish to attend.
6. The final step in renewing your membership
 - a. Click the **invoices** tab under the **My Profile** tab at the top of the page. Select the current open invoice for your renewal. Follow the prompts to make your payment.

Please feel free to contact our office with questions at 414-431-8193 or email us at wemsa@wisconsinems.com.