

How to Print Your Member Card

1. Log into your account
 - a. If you do not have your current log in credentials call Jenn at the WEMSA office 414-431-8193.
2. The first page you will be brought to is the “landing page.”
3. Scroll down the page until you see “[Print](#) your Membership Card”
4. Left click on the word Print
5. The next page will show your membership card.
6. Right click on the card
7. Select “Print...”
8. Your printer’s print instructions will pop-up
 - a. Make sure you are viewing the page in Portrait setting (shorter edge at the top).
 - b. The scale must be 100 or 100%
 - c. Print only page 1 (it will default to more pages)
9. Select Print
10. If your card does not print to a standard business card size, review your printer manual for further instructions.