Thank you so much for your support of Colorado National Monument Association!

Below are a few notes about our online membership process. As always if you run into any issues, do not hesitate to <u>contact us</u>.

New Member:

- Select which membership level you'd like to join at and add to your cart.
- Proceed through checkout and create an account.
- Note, auto-renewal is the default setting.
 - o You can change this in your account after the first payment is made by logging into your account and adjusting this setting.
- You will receive email confirmation once the payment has been processed.
 - o If you do not receive an email confirmation, please contact our Membership Coordinator via email ctyndall@coloradonma.org
- If you encounter any issues with joining as a member, please contact our Membership
 Coordinator via email ctyndall@coloradonma.org, this process should be simple and easy.

Renewing Member:

- If you have not renewed your membership via our website, it will tell you that you do not have an account.
- Please add the membership level you'd like to your cart.
- Proceed through the checkout and create an account.
- We will link this membership information to your current donor profile.
- Note, auto-renewal is the default setting.
 - o You can change this in your account after the first payment is made by logging into your account and adjusting this setting.
- You will receive email confirmation once the payment has been processed.
 - o If you do not receive an email confirmation, please contact our Membership Coordinator via email ctyndall@coloradonma.org
- If you encounter any issues with joining as a member, please contact our Membership Coordinator via email ctyndall@coloradonma.org, this process should be simple and easy.

Changing Your Membership Level:

- Visit the My Account tab at the bottom of our website homepage and log-in.
- View the "My Subscription" tab and scroll down to "Subscription totals". Under your current membership selection, there is a button to "Change Your Membership Level".
- You can choose a new membership level from the list below and it will become effective on your next renewal date. If you have auto-renewal selected on your account, it will be charged the new rate on the renewal date.
- Confirm this change by selecting the "Switch subscription" button.

 If you encounter any issues with changing your membership level, please contact our Membership Coordinator via email – ctyndall@coloradonma.org, this process should be simple and easy

Membership Notes:

Memberships are processed weekly. If you mail in your membership renewal there may be a delay in when we receive the renewal.

We will send out your membership materials via USPS mail to the address supplied on the order. If you have a different address you'd like us to use for mailings, please make a note in the order indicating this.