

## **How to Renew Your MSDC Membership Online**

1. Visit the website <https://www.msdc.org/login.aspx> and login.
2. When you log in, you will be taken to your online profile with MSDC. This is how MSDC knows how and where to contact you, so take a moment to make sure it is up to date. If you need to change anything, click on the “Edit” button in the black bar above the section you want to edit.
3. To pay your membership dues from this screen, click on the “**Manage Profile**” link in the upper right of the screen.
4. The next screen has a bunch of icons and words. In the middle of the screen under the large heading “Invoicing, Payments, & History” there is a button with the word “Invoices” next to it.

The screenshot shows the user's profile page. The 'Manage Profile' section is circled in red, containing links for Profile Home, Manage Profile, Create Resumé/CV, Messages, Membership Info, and Refer a Friend. The 'Invoicing, Payments & History' section is also circled in red, featuring an 'Invoices' link with a '1' icon and a 'Membership' link. A 'CALENDAR' section on the right shows dates 7/26/2019 to 7/27/2019 for an 'International Conference on Nutrition in Medicine' and 8/1/2019 for 'Opioid Town Hall'.

5. Once you click the invoices link, a screen listing your open invoices will come up. You should have just one! Click on the box next to the membership invoice and click the “Pay Selected Invoices” screen.
6. The next screen will allow you to enter your payment information and make edits to your record if it does not match your current billing information. Enter the information, make any changes, and click “Submit Payment”.

**Congratulations, your dues are renewed for another year! Thank you for being a member!**