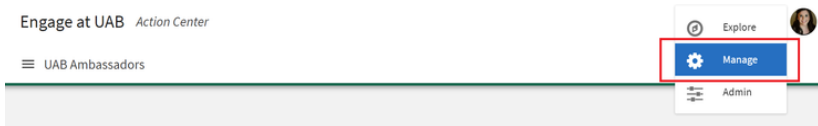


STEPS FOR RENEWAL

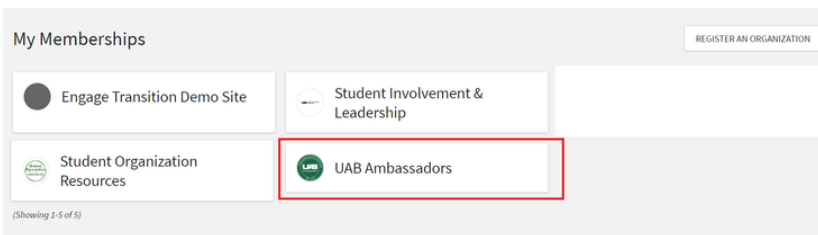
1. SELECT MANAGE ON THE SWITCHBOARD

You can view which of your organizations might be up for registration by accessing your Action Center. To access the Action Center, click the Switchboard Icon on the top right hand corner of your Engage profile and click "Manage".



2. SELECT YOUR ORG

From your Action Center home page, you will see a list of your organizations. Select a single organization to view.



3. CLICK THE BLUE BOX

If the organization is eligible for renewal, you will see a blue box which states, "RE-REGISTER THIS ORGANIZATION." Please click this to proceed to the renewal form.

