



Steps for Renewing Your IRWA Membership Dues Online

Go to irwaonline.org

1. Click on the **"Members"** link on the left-hand navigation section then select **"Dues Renewal Invoice."**
2. A **"Login Required"** page will appear. Enter your E-Mail address and Password and click the **"go"** button.
3. An **"Open Invoices"** page will appear. Click the **"Add to Cart"** button.
4. Review your chapter and international dues and Education Foundation contribution amounts. If you **do not** wish to make a donation to the Education Foundation, please click on the **red "X" or cross mark** on the Foundation Donation payment line.
5. Once payment balance amount is correct click the **"Add To Cart"** button.
6. **IMPORTANT:** IRWA membership requires that an individual must join both International and a Chapter. Members cannot join only one component (International or Chapter). Individuals that do not renew both components will not be considered IRWA members until both International and Chapter dues are paid in full. Members may be required to pay a late fee if all dues are not paid in full by a specified deadline.
7. A **"Shopping Cart Items"** review page will appear. If correct click the **"Check Out"** button.
8. Review the contact information. If correct click the **"Continue"** button.
9. A **"Payment Method"** page will appear. Click on the drop down arrow to select credit card type.
10. Complete the credit card payment page and click the **"Continue"** button.
11. A **"Confirmation"** page will appear. If correct click the **"Submit Order"** button.
12. A **"Receipt"** page will appear. Click the **"Print This Page"** button to print a copy of your receipt.
13. Individuals will receive a confirmation email message.
14. Click the **"Logout"** link on the bottom left-hand navigation section of the website.

Notes:

- You may also call IRWA Headquarters (310-538-0233, Ext. 134 or 120) to pay your dues over the telephone or should you have any questions.
- Hardcopy invoices will be mailed on November 15.