Renewing an Organizational Membership:

- Navigate to https://cadca.org/ in your web browser, then click “Member Login” in the upper right-hand corner.

- On the member login page (https://web.cadca.org/eweb/DynamicPage.aspx?WebCode=LoginRequired&expires=yes&Site=CADCA_2017), enter the email address and password associated with your account, then click the blue “Login” button.

- Note: If you have forgotten your password and need to reset it, please see the “Resetting Your Password” how to guide.
• On the main account page, hover over the “Organization Info” section of the horizontal menu bar towards the top of your screen, then click the “Membership Join/Renew” dropdown link that appears.

• Review the information and update your renewal package if your organization’s annual budget that is dedicated to prevention has changed. Click the blue “Save & Finish” button in the bottom-right corner of the screen.
• You will be taken to the online store shopping cart. Please review the order information and, if everything looks correct, click the blue “Check-Out” button.

• Review the customer information and billing information on the next screen, and, if everything looks correct, select your preferred payment method and enter your payment information in the fields that appear before clicking “Continue”.

![Shopping Cart - Renew Membership](image1)

![Online Store Shopping Cart](image2)
On the next page of the shopping cart – the “Confirm Your Order” page - please review all of the order, billing/shipping, and payment information. Your order is not complete until you click the blue “Submit Order” button. If all of the information is correct, please click the button.

You will be taken to a confirmation page that provides you with a confirmation number for your order. You are welcome to print this page for your records.
Please navigate back out to the “My Account” page and ensure that your membership expire date has been updated. Your renewal is now complete!