

Renewing an Organizational Membership

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



- 2) 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.

Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.

Login

Email:

Password:

Remember me
Uncheck if on a public computer

[Forgot your password?](#)
[Create an account](#)

[Not a registered user yet?](#)

If you are a new visitor and do not already have a username and login, please register and create a new account.

Note: If you have forgotten your password and need to reset it, please see the how to guide on pages **X-X** of this document.

- 3) 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.

The screenshot shows the top navigation bar with the following items: Home, My Account, Organization Info, Event Registration, CADCA Community, Online Store, and Contact Us. The 'Organization Info' item is highlighted with a red box, and a dropdown menu is visible below it, containing the link 'Membership Join/Renew', which is also highlighted with a red box. Below the navigation bar, the page title is 'My Profile' with a 'Go Back' button. The main content area shows the user's membership status as 'Non-Member' with a '(View Details)' link. There are three main sections: 'Contact Info' (showing address and phone number with 'Edit Contact Info' and 'Edit Social Links' buttons), 'Profile Details' (showing the name 'Mr. Micah P James' and location 'UNITED STATES' with an 'Edit Primary Info' button and 'Edit Demographics' link), and 'My Account Links' (a list of links including My Profile, My Full Profile, My Full Contact Info, My Social Communities Links, My Invoices, My Membership, My Events, My Saved Payment Info, My Transactions, My Giving, My Communication Preferences, and Change My Password).

- 4) 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.

Shopping Cart - Renew Membership | [Choose](#)
[Membership Information](#)

Sold online? **Yes**

Member: [REDACTED]

Membership: **CADCA : Coalition (< \$99,999)**

Source code:

Association: CADCA

Member type: Coalition/Community-Based Organization

Member status: Active

Chapter:

[Membership Renewal Package](#)

Member package: Coalition (< \$99,999)

Renewal package:

Total: **200.00**

Renew Invoices In Same Invoice

[Save & Finish](#) [Close](#)

- 5) 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.

Online Store Shopping Cart

Shopping Cart | [View](#) [Check-Out](#)

Line Items	Net total	Discount	Registrant	Price	Item
⊕	200.00	0.00		200.00 <small>Required</small>	Coalition/Community-Based Organization (Annual Budget < \$99,999)

Cart Total

Subtotal: **200.00**
Total discount: 0.00
Total tax: 0.00
Total shipping: 0.00
Total: **200.00**

[Check-Out](#)

- 6) 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”.

625 Slaters LN Ste 300
Alexandria, VA 22314-1176

Ship to:

Payment Information

Payment amount: **200.00**
Payment method: Please select

Invoice total: **200.00**

[Continue](#)

- 7) 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.

Online Store Shopping Cart

Shopping Cart | [Confirm your order](#)

[Edit Payment](#) [Submit Order](#)

Order is not complete. Press "Submit Order" to complete.

Order Line Items									
Item	Quantity	Price	Tax	Shipping	Discount	Net Total	Paid Amount	Balance Due	
Coalition/Community-Based Organization (Annual Budget < \$99,999)	1.0000	200.00	0.00	0.00	0.00	200.00	0.00	200.00	
	Required	Required							

[Billing/Shipping Information](#)

- 8) 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.

Online Store Shopping Cart

Purchase Details						
Item	Price	Qty	Discount	Tax	Shipping	
Coalition/Community-Based organization (Annual Budget < \$99,999)	200.00	1.0000	0.00	0.00	0.00	

[Continue Shopping](#)

Shopping Cart | [Receipt](#)

Thank you for your order. Your confirmation number is:

BJ1P3D4175B9

264114

You may print this page for your records.

[Print this page](#)

- 9) Please navigate back out to the "My Account" page and ensure that your membership expire date has been updated. Your renewal is now complete!

My Profile

[Go Back](#)

Association: [CADCA](#) / Membership Type: [Coalition/Community-Based Organization](#) / Expires: [1/31/2023](#)