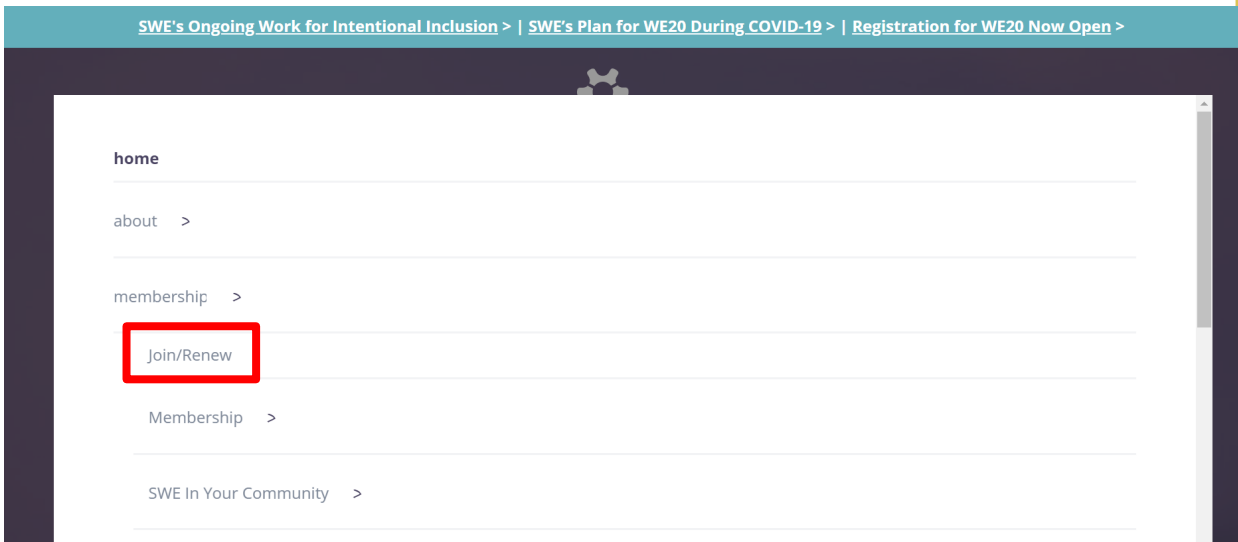


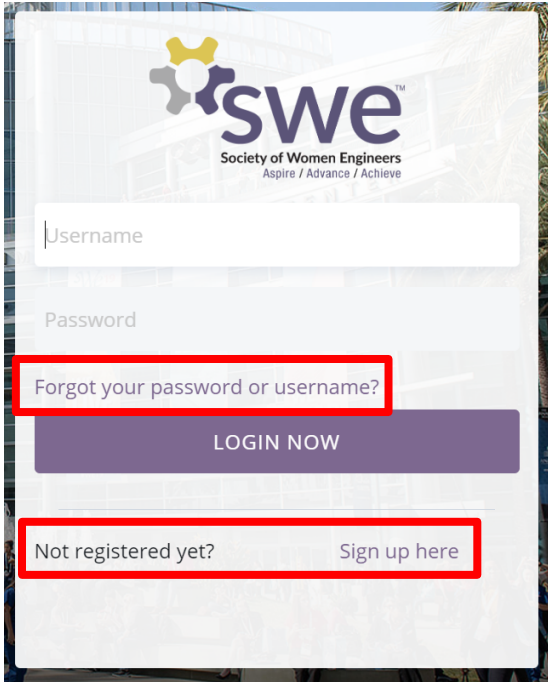
1. Navigate to [swe.org](https://swe.org)
2. Click the Navigation Pane button at the top left of the screen



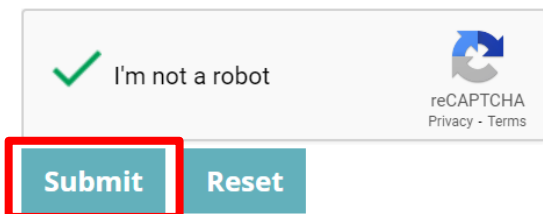
3. Click **Membership**, then click **Join/Renew**.



4. You will be taken to the SWE Membership Portal. If you already have a customer record with SWE, login using your existing username and password.
5. If you have forgotten your account credentials, click **Forgot your Password or Username?**
6. If you do not have a customer record with SWE, click **Not registered yet? Sign up here**



7. Enter your preferred information and press **Submit**



8. You will be redirected to the login page. Log in again, or return to swe.org and click **Membership < Join/Renew** once again.

9. From the Portal Main Menu, click the **JOIN/REINSTATE SWE!** Button

Join/Reinstate SWE!	Donate to SWE
Individual Profile	Education Profile
Communication Pref	Bio
Invoice History	SWE Member History
Change Password	

10. You will be taken to the landing page for your SWE Join submittal form. Click the blue button that says **Start My Membership Application**.

**START MY MEMBERSHIP APPLICATION**

- In the online submittal, you will be asked questions about your **location** (you may use your work or school address), **education history and work experience**. Please fill out these sections as thoroughly as possible.
- When you have filled out a page of the submittal, click the buttons that say **Next** or **Save** at the bottom of the page to ensure your information is saved.
- You can move forward or backward to different stages of the submittal by clicking the **buttons** on the left-hand side of the page. Clicking these buttons will not save your information.

<b>Instructions</b>
<a href="#">Profile Information</a>
<a href="#">Membership and Work Experience</a>
<a href="#">Education Information</a>
<a href="#">Status/Review Page</a>

- If you would like to cancel your application at any point, click **cancel** button on the left side of the submittal. Return to the portal main menu to start your application over.
- On the **Status/Review** page, verify that all steps of the submittal have been filled out correctly and **select your membership type** on the left hand side of the screen.
- You will be offered a membership type(s) based on your submittal answers. Select the appropriate membership type to advance to the next step of the submittal.

**Professional**

- A **section will be automatically selected** for you. Professional sections are assigned based on zip code; collegiate sections are assigned based on the university you currently attend.

Section			
<input checked="" type="radio"/>	Chicago Regional	Section Member	Section Membership: \$0.00
<a href="#">Other Sections</a>		<a href="#">Next</a>	

- To change your section assignment, click the button that says **Other Sections** and select your desired section from the list of sections that appears.

**Other Sections**

19. From the Status/Review page, click **Submit and Checkout** to purchase your SWE membership.
20. If you have been given a **promotional code**, enter it in the Promotional Code type-box and click **Apply Promotional Code**.

**Please enter the Promotional Code here**

**Apply Promotional Code**

21. When you are satisfied with your order, **enter your payment information**.

**Payment Information**

**Payment Options :**

Credit Card ▼

**Payment Type**

American Express ▼

22. When you've entered your information, scroll down and click **Submit** to enter your payment information.
23. **You have successfully renewed your SWE membership.** If you would like to update your SWE section, refer to the SWE document titled Section Transfer Instructions.
24. Navigate back to the SWE website and start browsing to see how you can be a positive influence in your workplace, your community, and SWE!



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