Family Membership – How to renew your membership
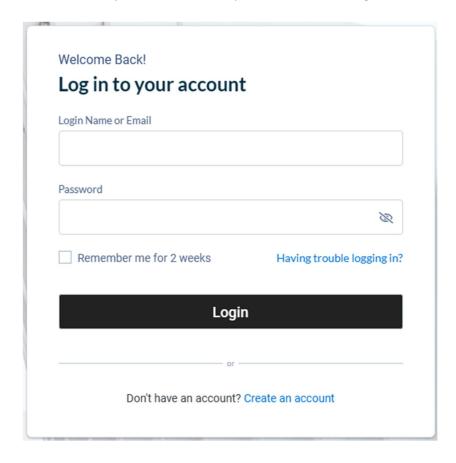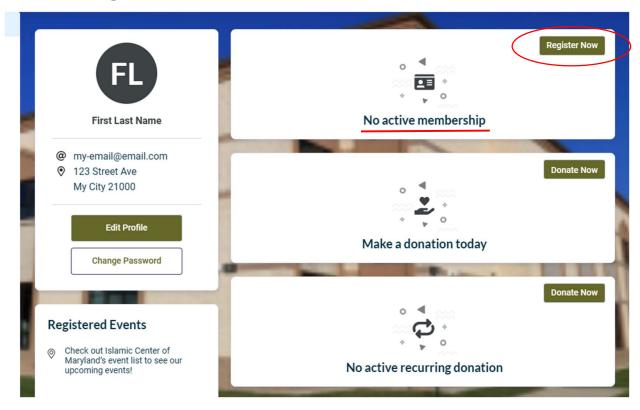
Go to login page: https://portal.icomd.org/login
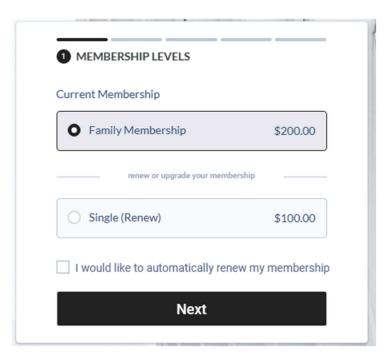
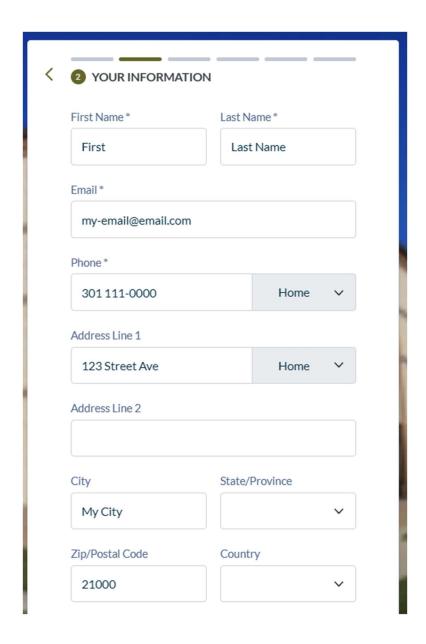Enter your Username and password and click **Login**
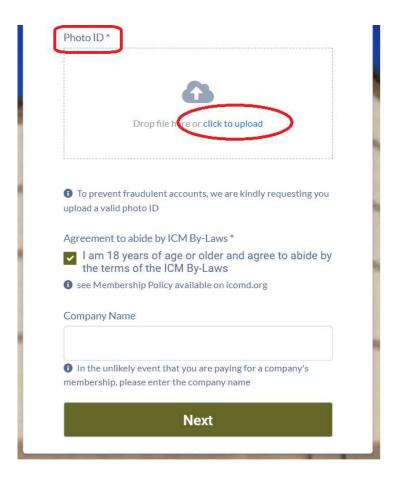
Good morning, First

From your dashboard view, click on **Register Now** to activate your membership for current year.
If you are currently an active member, a "**Renew Now**" button will be displayed here.

Select Family Membership and click **Next**

YOUR INFORMATION

First Name *
First

Last Name *
Last Name

Email *
my-email@email.com

Phone *
301 111-0000   Home

Address Line 1
123 Street Ave   Home

Address Line 2

City
My City
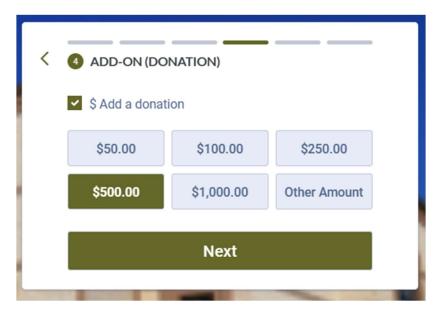
State/Province

Zip/Postal Code
21000

Country

It is important that your review your profile information and update any missing data.
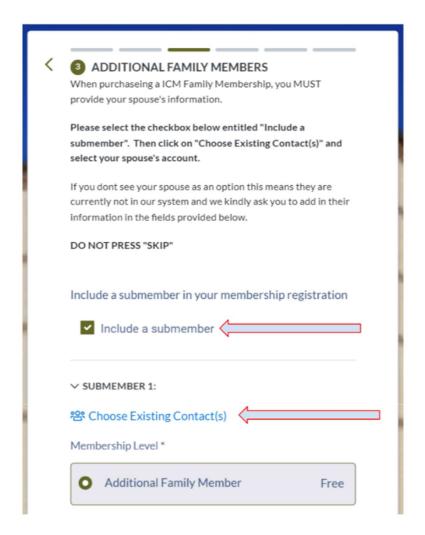
A current driver's license or a valid ID is mandatory. Please take a picture of your valid driver's license and upload it by using the provided hyperlink. Moreover, every member must acknowledge by clicking on the checkbox that they are 18 years of age or older and will abide by ICM By-Laws.
Link to ICM By-Laws.
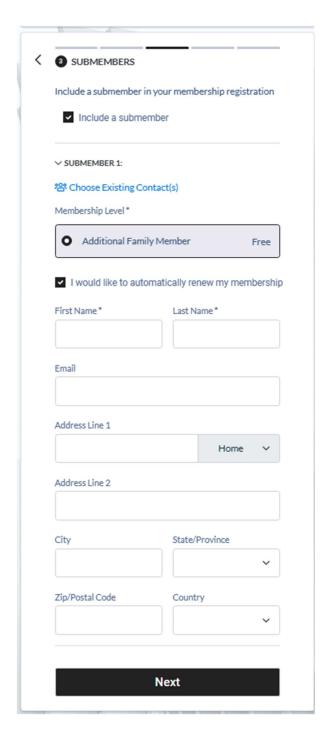Click **Next** to save your information.

Add a donation to your membership transaction and click **Next**

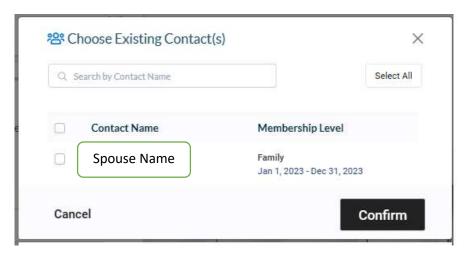For Family Membership, you must select your spouse's name.
Click on checkbox for "**Include a submember**". This will expand the window. Please Click on the link: "**Choose Existing Contact(s)**" to see a list of family members already in the system.

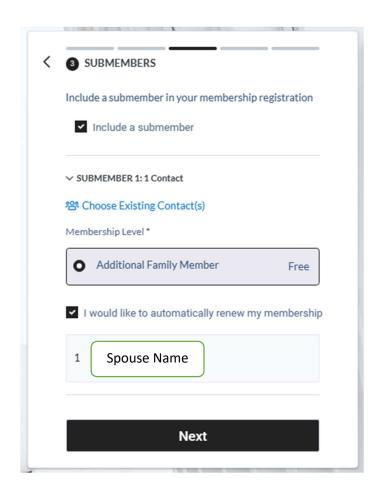**You may never click "Skip" button on this screen**

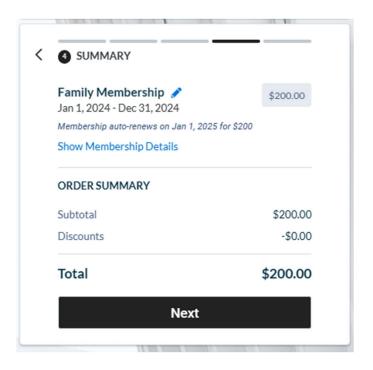Click on the link: "Choose Existing Contact(s)" to see a list of family members already in the system.

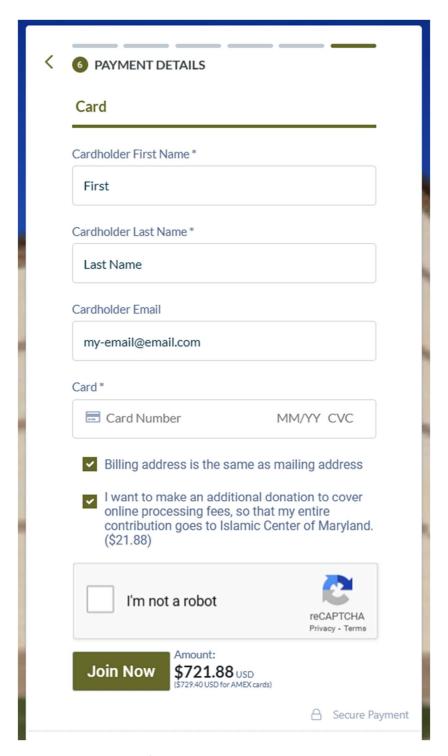If your spouse's name is not displayed only then you should type-in her information and click **Next**.

Click on the checkbox next to your spouse's name and click **Confirm**

Verify your family member information and click **Next**

Here is a summary of your transaction. Click **Next** to confirm or click on pen icon to change your membership type or you may use left arrow on top left corner to go back.

Enter your credit card information and click **Join Now** to complete the transaction.