



**ENCORE
LEARNING**

Expand Your World

Member Account Manager QuickStart Guide: How to Renew your Membership

How to Renew Your Membership

Renewal adds one year to your membership expiration date. For former members, renewal restarts your membership from the current date. Membership fees are **nonrefundable**.

- Go online to our website www.EncoreLearning.net.
- Under **QUICK LINKS** on the right, select **Renew Membership**.
- On the Log In page, enter your email address and password in the fields on the right under **Returning Members** then select **Login** button.
- Select **MEMBERSHIP** from the options on the left.
- Choose **Add to Cart**.
- Select **Checkout** to pay for your membership renewal.
- Billing contact information is pre-filled. If any information is different, e.g., the name on the credit card, edit as needed.
- Provide the requested credit card information then select **Process Payment**.
- Once your credit card payment is accepted, the screen will display “YOUR REGISTRATION IS COMPLETE! A confirmation email has been sent to the address on file.”
- You may print from this screen or access the invoice/receipt at any time in the **My Billing Info** tab under **My Account**.

With a current membership, you may register for available special events and courses scheduled through your new expiration date.