MEMBERSHIP RENEWAL GUIDE
A step-by-step guide to renewing your Citygate Network membership

Step 1: Log in to www.citygatenetwork.org by clicking on “Login” on top right of the homepage.

Step 2: Enter your email address as the username. If you don’t know the password, leave it blank and click “Submit.” You will be sent an email with instructions to reset your password.

If your email address isn't found in our system, please contact us at info@citygatenetwork.org.

Step 3: Once logged in, click on “My Organization Profile” on the right side of the screen (only accessible to executive directors, billing contacts, and profile managers.)
Organization Profile

This screen shows general information about your organization. Click here to view an easy step-by-step guide. Click on Edit General Information to view your annual expenses or edit your contact info and available services. Members allows you to manage your staff and who is in your member seats. Executive Directors, Billing Contacts, Profile Managers (Level G and higher), and Event Contacts (Businesses only) are required. If your name is listed as both contacts and you need to change them to another person(s), please contact us at members@citygatenetwork.org.

Scroll down to Current Membership to view or renew your existing membership.

<table>
<thead>
<tr>
<th>COLLECTED INFORMATION SUMMARY</th>
<th>EDIT GENERAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name: My New Test Company</td>
<td></td>
</tr>
<tr>
<td>Membership Type: Level A</td>
<td></td>
</tr>
<tr>
<td>Company ID: 157544</td>
<td></td>
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<tr>
<td>Company Logo:</td>
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ORGANIZATION CONTACTS - MY NEW TEST COMPANY

Step 4: To view your organization’s profile or make corrections and updates (including additional locations and modifying your provided services), click on the green “Edit General Information” button.

Your organization’s profile information is uploaded directly into the online directory on our website. This includes not only contact information, but also services you offer.

Anybody searching for your ministry or company will see this profile! Citygate Network uses the services to direct people to your ministry who need help.

Don’t forget to include the website links to your Volunteer and Donate webpages.

Step 5: To update your organization’s individual members, click on the green “Members” button.
Step 7: Finally, click on “Renew” to renew your membership. You will be asked for your annual operating expenses, which determines your member level and number of digital/full members.

Click Next to go to the Payment page. Ministries will have the option to pay in full (and receive a 5% discount), pay half, or pay quarterly. If you pay half or quarterly, you will receive an email reminder when the next payment is due. Payment options include either credit card or check.