



RENEWING YOUR MEMBERSHIP

1. Login to your Portal account. If you have not yet created your Portal account, visit [Creating a CKC Portal Account](#).

2. Once logged in, you will arrive at your Dashboard.
3. On the right hand side of your Dashboard, there is a section called **Quick Links**. At the bottom of this section, click the **red button** labeled “RENEW MEMBERSHIP.”

4. The membership renewal page provides a simple process to renew. Select your preferred membership renewal option and click the **red “SUBMIT”** button.

5. Once you have submitted your preferred membership renewal option, you will be directed to your Cart Summary.

6. Click the **red "PAY/CHECKOUT"** button and submit your payment details to complete your membership renewal.

