

## To renew your membership online, please follow these written instructions:

**Note:** the current option for online payment is PayPal (which also accepts debt and credit cards)

### Step 1: Your Cart

- 1) Go to the AGS website <http://www.abgenealogy.ca>
- 2) In the upper right corner, click **LOGIN**
- 3) Input your **username** and **password**. The username should be the email used when applying for membership. For some, the password will be your email address unless you changed it. Cannot remember it? Contact [communications@abgenealogy.ca](mailto:communications@abgenealogy.ca) (24/7) or AGS Office at [agsoffice@abgenealogy.ca](mailto:agsoffice@abgenealogy.ca) (Tues, Wed or Thurs).
  - a. Or contact us and ask for instructions on “Editing Your AGS Profile”
- 4) Once you are logged-in, hover your mouse over **BECOME A MEMBER** to display the dropdown menu. Click on **AGS STORE**
- 5) Select the membership type that applies to you (Senior, Family, Individual, Young Adult, Student). Click on the **IMAGE** or **ADD TO CART**. A new screen appears
- 6) New screen.
  - a. Select your **HOME BRANCH** from the drop down menu
    - i. If you are joining any additional branches (for \$10 each), add them now
  - b. Scroll down the page. Select your preference to the format of *Relatively Speaking (RS)*: PDF or Print
  - c. **CAUTION:** If you do not select your home branch and format preference to RS, the page will not advance
  - d. Click **ADD TO CART**
- 7) **Review** your purchase and total
- 8) **Option:** This would be a great time to consider *donating to AGS*: Your generous gift helps AGS make a difference. We depend on support from individuals like you to help fund our library collections, host conferences and special workshops and continue ongoing genealogical projects.
  - a. Select: **RETURN TO SHOPPING** and make another selection from the AGS Store
  - b. Once your product is added to the cart, select **CHECKOUT**

- c. **Review** your purchase and total
- 9) Click **CONTINUE CHECKOUT** — the orange button in the lower right of the page

## Step 2: Billing

- 1) **Review** and confirm your billing information
- 2) Make any necessary changes
- 3) Payment Method: **PayPal** is the only option.
- 4) Click **CONTINUE CHECKOUT** — the orange button in the lower right of the page

## Step 3: Confirmation : Review your Order

- 1) Confirm your order, Billing Information and Purchase details. Click the orange button **Complete Order** in the lower right of the page.
- 2) You will be directed to the PayPal website to enter a credit card or your PayPal login
  - a. **NOTE:** If you are cancelling your order, at the bottom of the page click **CANCEL AND RETURN TO ALBERTA GENEALOGICAL SOCIETY**

If you have further questions please do not hesitate to email me. We want your online experience to be enjoyable.

We wish you all the best in 2017!

**Lyn Meehan**

AGS Communications / Web Content Manager

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