

1. Open the renewal email that you received & click on the [CREWbiz™](#) link or click [HERE](#).
2. You will see the below login screen for CREWbiz™. Enter your email address & password.
(If you don't have/remember your password, click forgot password to have information emailed to you).



3. On your main profile page, you should have a "Pay my Membership Dues" button on lower right side.



- Click on the button to go to your Open Invoices page. (If you don't have a button see page 3.)

CREW Biz Home
My Information
My Transactions
My Committees
Member Directory
Organization Directory

Merchandise | Subscriptions | Publications | Packages | Events | Membership | Certifications | Donations | Bundles | Open Invoices

Open Invoices

date	invoice code	total	paid	balance	Member Type	
11/19/2010	102079	\$ 320.00	\$ 0.00	\$ 320.00	Full	Select Item

- Click on "Select Item" to access the following screen.

CREW Biz Home
My Information
My Transactions
My Committees
Member Directory
Organization Directory
Member Directory
Committee Directory
Upcoming Events
Network Deals
Members Only
Store
My Account Info

Merchandise | Subscriptions | Publications | Packages | Events | Membership | Certifications | Donations | Bundles | Open Invoices

Shopping Cart | Open Invoices

Invoice Detail

customer: Weissenbach Jenny invoice code: 102079
proforma? Yes transaction date: 11/19/2010

item	quantity	price	discount	tax	shipping	net-total	unpaid balance
CREW Hampton Roads Dues - Full	1.00	\$320.00	\$0.00	\$0.00	\$0.00	\$320.00	\$320.00

total: \$320.00
applied: \$0.00
balance: \$320.00

Add To Cart

- Click on "Add to Cart" to pay or print the page and mail with check to the CREW Network office.

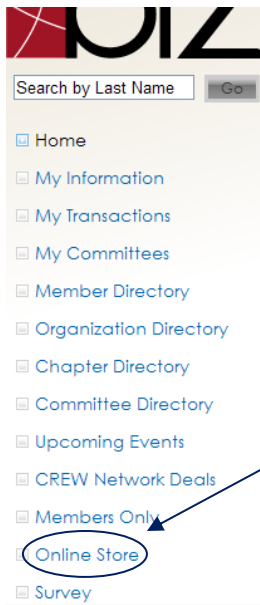
Thank you for renewing – please don't hesitate to contact us with questions.

785.832.1808 | membershipinfo@crewnetwork.org

Heidi Warren, Membership Coordinator

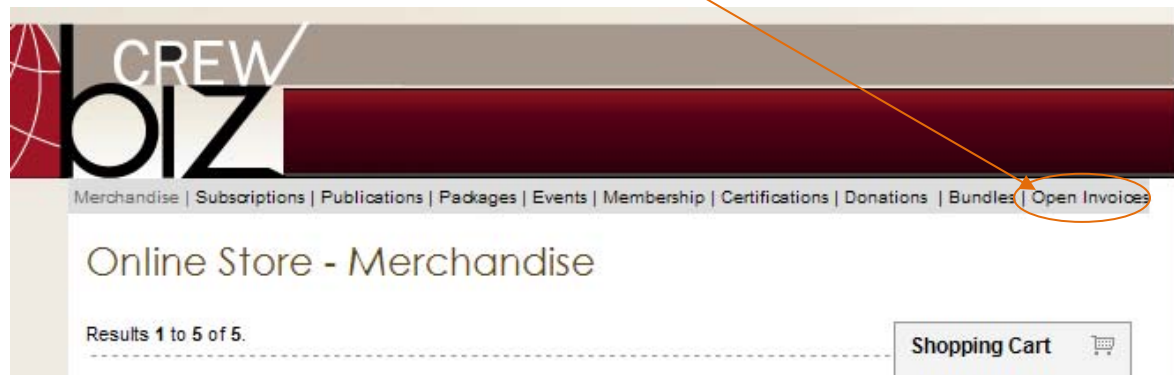
Jenny Weissenbach, Member/Chapter Services Manager

ADDITIONAL INSTRUCTIONS: If you are missing “Pay My...Dues” button in step # 3



If you are missing the “Pay My...Dues” button referenced in step 3 on page one, you can access the same page by clicking “Online Store” on the left navigation...

...and then select “Open Invoices” at the top right of the next screen.



You should now see the “Open Invoices” screen at the top of step #5 above.