

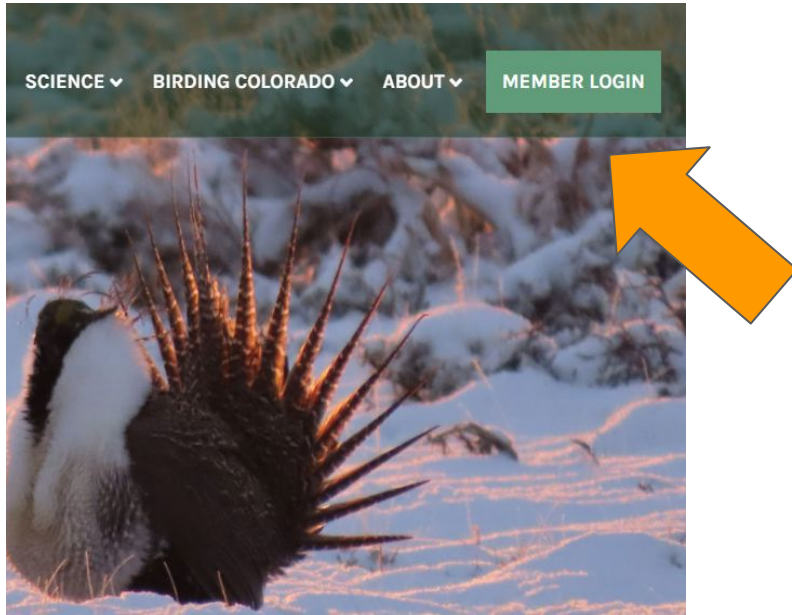
Adding a New Household Member to Your CFO Membership



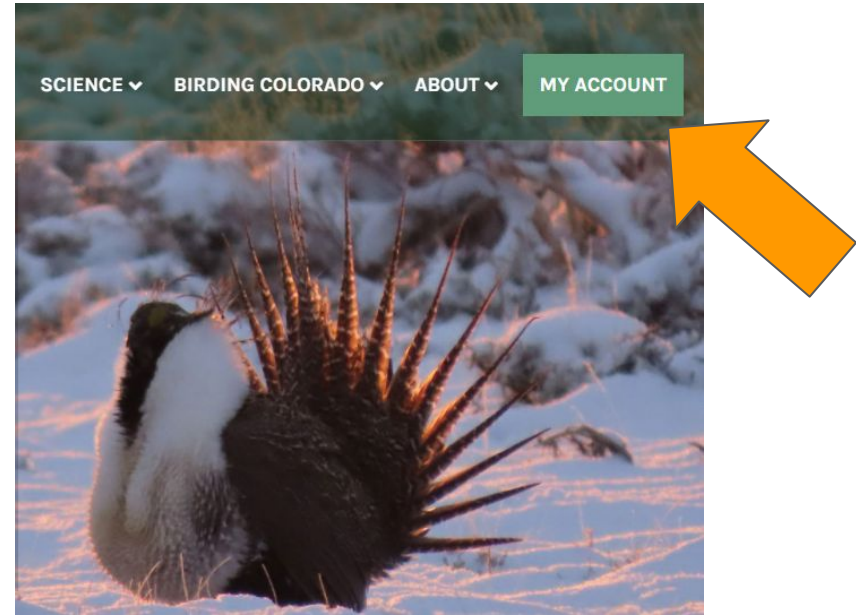
If you have additional questions,
please contact CFO's Membership
Chair at membership@cobirds.org

1. Go to your Member Portal

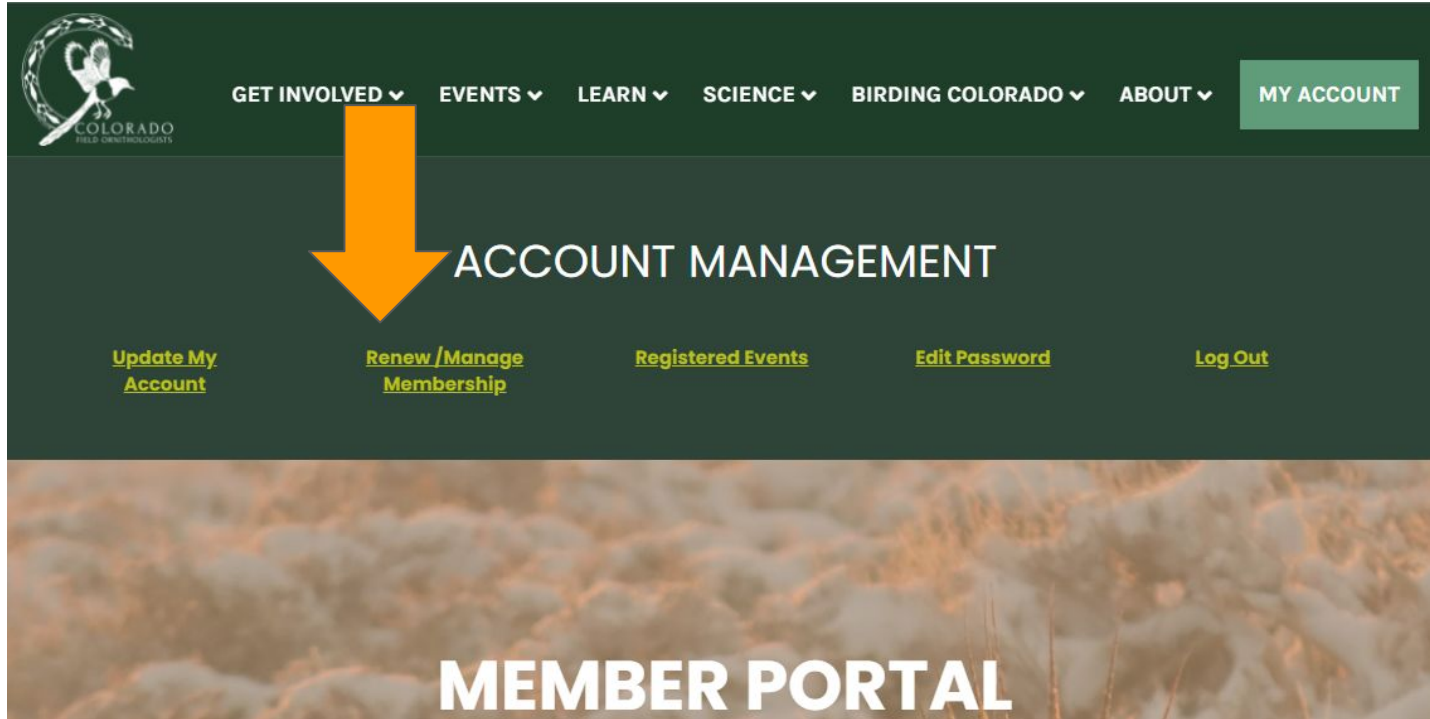
If not logged in, click on Member Login, enter username & password into form.



If logged in, click on My Account and select Member Portal from the drop down menu.



2. Select Renew/Manage Membership



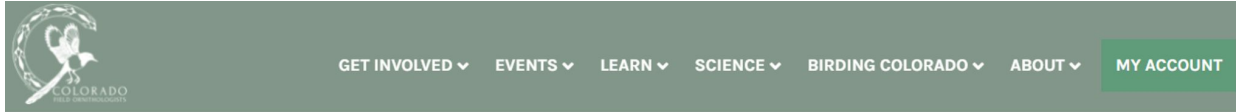
The image shows a screenshot of the Colorado Field Ornithologists website. The top navigation bar is dark green and contains the following links: GET INVOLVED, EVENTS, LEARN, SCIENCE, BIRDING COLORADO, ABOUT, and MY ACCOUNT. The MY ACCOUNT link is highlighted in a lighter green box. Below the navigation bar, a large orange arrow points down to the text "ACCOUNT MANAGEMENT". Underneath this text, there are five links: Update My Account, Renew/Manage Membership, Registered Events, Edit Password, and Log Out. The "Renew/Manage Membership" link is highlighted in yellow. Below the account management section, there is a large image of a field with the text "MEMBER PORTAL" overlaid in white.

ACCOUNT MANAGEMENT

[Update My Account](#) [Renew/Manage Membership](#) [Registered Events](#) [Edit Password](#) [Log Out](#)

MEMBER PORTAL

3. Click Add on your Membership History page



WELCOME [REDACTED] (ACCOUNT# [REDACTED])

MEMBERSHIP HISTORY

CURRENT MEMBERSHIP

Your Membership is currently active.

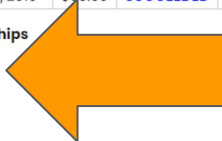
Membership	Start Date	End Date	Amount	Auto-Renewal	Actions
Individual (print)	01/24/2022	01/23/2023	\$50.00	Off - Set up	Renew Now

MEMBERSHIP HISTORY

Membership	Start Date	End Date	Amount	Status	Transaction Details
Individual (print)	01/24/2022	01/23/2023	\$50.00	SUCCEEDED	Details
Individual (print)	01/01/2021	12/31/2021	\$35.00	SUCCEEDED	Details
Individual (print)	01/01/2020	12/31/2020	\$35.00	SUCCEEDED	Details
Individual (print)	01/01/2019	12/31/2019	\$35.00	SUCCEEDED	Details

Additional Sub Members & Memberships

Contacts: Add



WHAT WOULD YOU LIKE TO DO?

- Volunteer
- My Donation
- My Orders
- Update My Profile
- Current Events
- Setup My Login
- My Membership
- Peer-to-Peer Fundraising
- My Registered Event
- Manage My Addresses
- Gift Store
- Re-Subscribe Email
- My Projects
- Login Home
- Log out

4. Fill in form with the Household Member's Info

WELCOME [REDACTED] (ACCOUNT# [REDACTED])

MEMBERSHIP JOIN

Fill in information below to add another Household Membership

Membership:

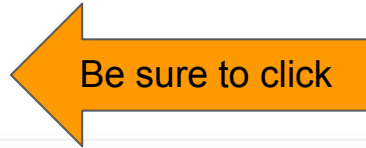
Additional Household Member (Digital, \$15)

First Name: *

Preferred Name:

Last Name: *

Email: *



WHAT WOULD YOU LIKE TO DO?

- Volunteer
- My Donation
- My Orders
- Update My Profile
- Current Events
- Setup My Login
- My Membership
- Peer-to-Peer Fundraising
- My Registered Event
- Manage My Addresses
- Gift Store
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5. Adding more than one household member?

If you are only adding one household member, click Continue at the bottom of the form.

If you have more than one household member, click Add Another. Memberships are \$15 each.

Add Another Household Member

Previous

Continue

6. Pay

Choose between paying with a debit/credit card, with an e-Check, or by sending in a check (Pay Later).



Payment method:

Credit Card



E-Check



Pay Later

You will be charged \$15.00 .

Thank you for adding a new member

If you have additional questions, please contact CFO's Membership Chair at membership@cobirds.org

