

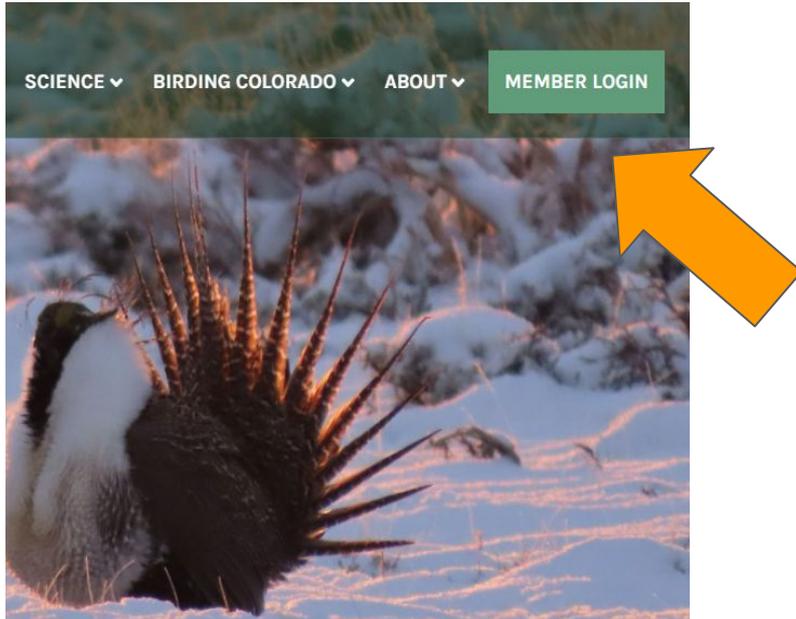
Adding an Existing CFO Account Holder as a Household Member



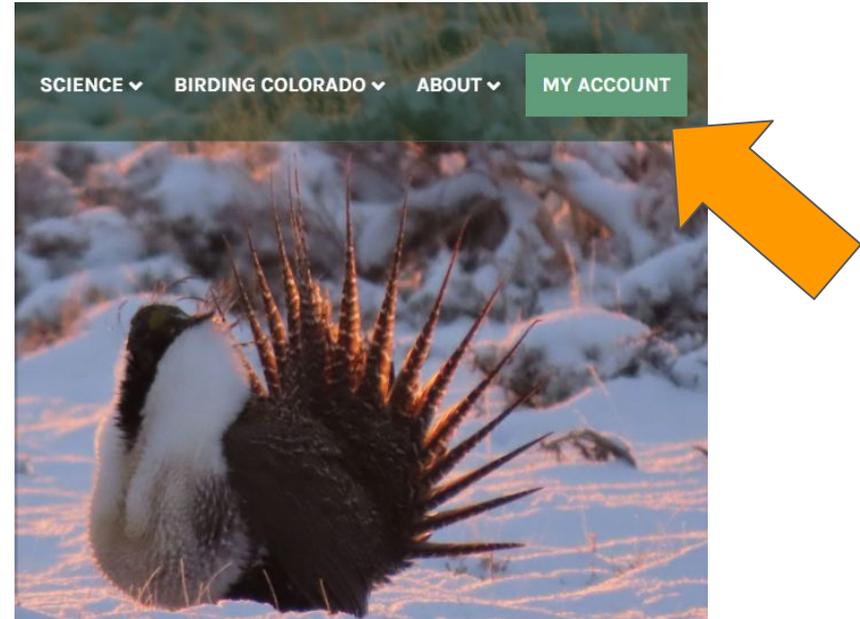
If you have additional questions,
please contact CFO's Membership
Chair at membership@cobirds.org

1. Go to your Member Portal

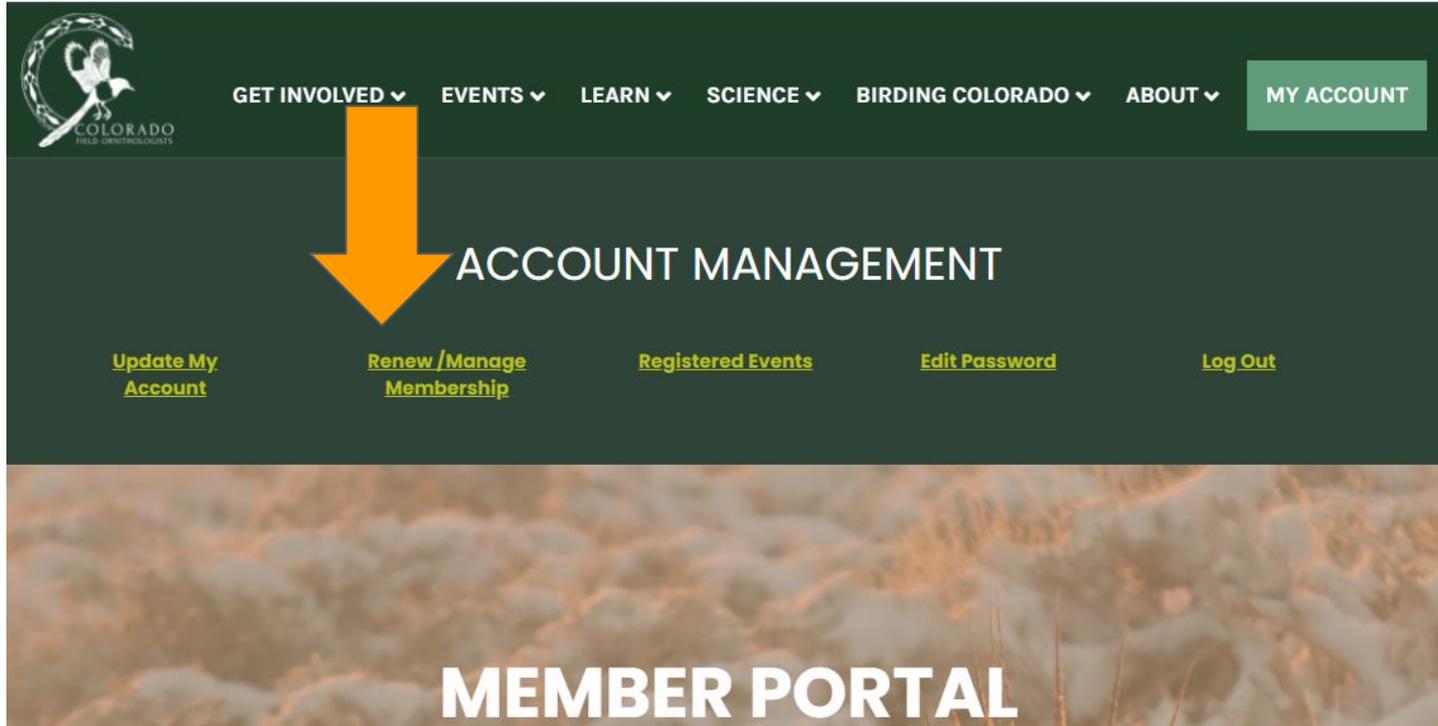
If not logged in, click on Member Login, enter username & password into form.



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. A large orange arrow points from the MY ACCOUNT link down to the ACCOUNT MANAGEMENT section. The ACCOUNT MANAGEMENT section is also dark green and contains 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 is a large banner image of a field with the text MEMBER PORTAL in white.

ACCOUNT MANAGEMENT

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

MEMBER PORTAL

3. Select the household member(s). Click Join or Renew.



WELCOME [REDACTED] (ACCOUNT# [REDACTED])

Your membership is currently active. Details

MEMBERSHIP HISTORY

CURRENT MEMBERSHIP

Your Membership is currently active.

Membership	Start Date	End Date	Amount	Auto-Renewal	Actions
Individual (print)	12/31/2023	12/31/2024	\$50.00	Off - Set up	Renew Now

WHAT WOULD YOU LIKE TO DO?

- Update My Profile
- Setup My Login
- Memberships
- Donations
- Give Gift Memberships
- Manage Email Subscriptions
- Orders
- Registered Events
- Manage My Addresses
- Peer-to-Peer Fundraising
- Upcoming Events
- Login Home
- Log out

MEMBERSHIP HISTORY

Membership	Start Date	End Date	Amount	Status	Details	Monthly Installment
Individual (print)	01/01/2026	12/31/2026	\$50.00	SUCCEEDED	Details	
Individual (print)	01/01/2025	12/31/2025	\$50.00	SUCCEEDED	Details	
Individual (print)	12/31/2023	12/31/2024	\$50.00	SUCCEEDED	Details	
Individual (print)	12/31/2022	12/31/2023	\$50.00	SUCCEEDED	Details	
Individual (print)	12/31/2021	12/31/2022	\$50.00	SUCCEEDED	Details	
Individual (print)	12/31/2020	12/31/2021	\$50.00	SUCCEEDED	Details	
Individual (print)	12/31/2019	12/31/2020	\$50.00	SUCCEEDED	Details	
Individual (print)	03/31/2018	03/31/2019	\$50.00	SUCCEEDED	Details	

Additional Sub Members & Memberships

From Individual (print) 12/31/2023-12/31/2024

Contacts: Add Remove Sub-Membership: Join Renew

Member	Membership	Fee	Start
<input type="checkbox"/>			/2023

1. Click the checkbox.

2. Click "Join" or "Renew"

- If you don't see anyone listed under "Additional Sub Members & Memberships", that no one has been set up as a member of your household.
- If the person you want to add already has CFO account, please contact the CFO Membership Coordinator to get your household set up: membership@cobirds.org.
- If the person is new to CFO, you can select Add to create an account for them.

4. Check for Correct Household Member Info

WELCOME [REDACTED] (ACCOUNT# [REDACTED])

MEMBERSHIP JOIN

Fill in information below to add another Household Membership

Membership:

Additional Household Member (Digital, \$15)

First Name: *

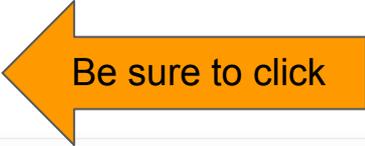
Preferred Name:

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
- Re-Subscribe Email
- My Projects
- Login Home
- Log out



Be sure to click



The email address should be unique for each household member.

5. 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/renewing a household member.

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

