RENEWING ASHRAE ONLINE – QUICK INSTRUCTIONS

1. Login at www.ashrae.org.
2. Under Membership & Conferences, click Renew My Membership
3. Click Pay Dues Online/Renew Membership
4. Review and update contact information. Click Next.
5. Review and update technical and industry information. Click Next.
6. Select your membership package – ensure you select chapter dues if you participate in your chapter and Society collects chapter dues for your chapter. Click Next.
7. If you wish to make a research contribution, you may do so. Click Next.
8. You may also purchase ASHRAE bestsellers. Click Next.
9. Ensure your shopping cart has the items in it you requested. If yes, Check Out.
10. Reconfirm your contact information. Click Continue.
11. Enter payment information. Click Finish.
12. You will receive a confirmation from orders@ashrae.org, and you can also Print Receipt on the final page.
13. If you have any trouble, contact membership@ashrae.org or 800-5-ASHRAE.