## CAOA How to Use Your Discount Code – Member Renewals and Changing Levels

## RENEWAL

- 1) Sign in and go into your profile
- 2) Scroll down and click on the blue button to Renew



3) Ensure your information is updated, and scroll to the bottom of the page to enter your discount code.



4) Once you enter the discount code click on "Update and Next" and follow the prompts to pay.

## CHANGE MEMBERSHIP LEVEL

- 1) Sign in and go into your profile
- 2) Click on the "Change" beside your Membership level

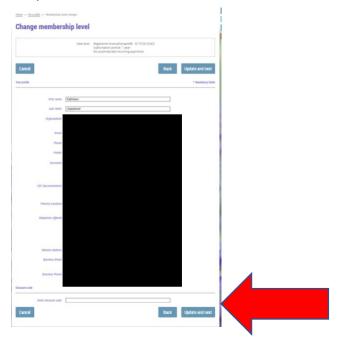


3) Check off the circle next to the membership level you would like to select and click on 'Next'



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4) Ensure your information is up to date. Scroll down to the bottom of the page and enter your discount code.



5) Once you enter the discount code click on "Update and Next" and follow the prompts to pay.