

To renew your INCOSE membership, please:

1. Login to your INCOSE account:
  - a. Go to <https://www.incose.org/>,
  - b. Click on 'Login' (in upper right-hand corner),
  - c. enter your primary e-mail address and password (entered when you registered), and click on 'Login'  
If you need any help with your login credentials, please contact [helpdesk@incose.org](mailto:helpdesk@incose.org).
  - d. "Welcome, (Your Name)" will appear in the upper right-hand corner of the window.
2. Proceed to the members-only section of INCOSE's website:
  - a. Move the cursor to hover over "Welcome, (Your Name)" until a drop-down menu appears.
  - b. Select 'Profile Home' from the menu.
  - c. Confirm the information in 'My Profile' is current. Edit as needed.
3. Renew your Membership
  - a. About half-way down the 'Profile Home' webpage is a section on Membership, ending with a line titled "My Membership" and a hyperlink showing your most-recent membership. Click on the hyperlink.
  - b. On the next webpage,
    - i. Read the INCOSE Legal disclaimer. If you agree to the terms, click on "I agree and accept".
    - ii. At the bottom of webpage is a section titled "Update Membership". Within that section, click on "Renew Membership".
  - c. Select membership tier (1, 3, 5-year options). Click 'Continue'.
  - d. Select any Journal Subscriptions you wish to receive or Foundation Donations you wish to make. Click 'Continue'.
  - e. Select how your payment method. Click 'Continue'.
  - f. Review your order. Make any needed edits. Click 'Place Order'.

Thank you for renewing your INCOSE membership.