



LWV Member Portal

User Guide

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Overview

The League of Women Voters Member Portal (LWV Portal) is a unified membership system for all Leagues. You can choose to join any local or state League; you are not assigned a League based on the zip code you provide or any other criteria. When you join a local League, you are joining the League at all three levels (local, state, and national). You may only be a member of only one local League at a time. However, you may participate in activities or donate to other Leagues.

Members Logging In and Navigating the LWV Portal

Logging into the portal is easy!

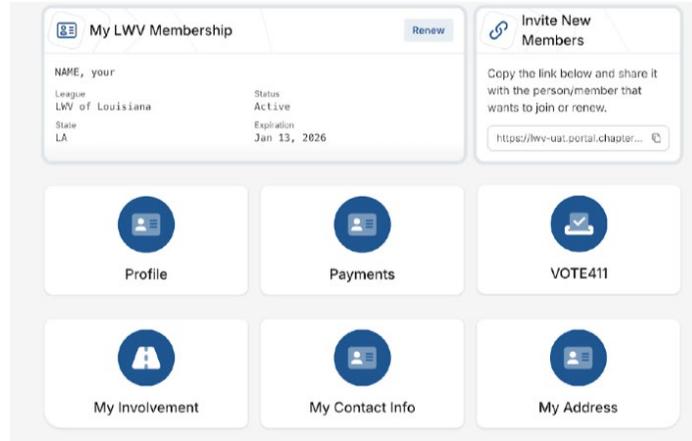
- Go to portal.lwv.org.
- Enter the email address associated with your League membership and receive an email with a verification code.¹
- Enter the code on the login screen.

A video describing this process is available [here](#).

Because an email address is the login, **each member must have a unique email address, and that address must always be used to login.** Members cannot share email addresses. If you do not know what email address to use, please contact your League's Portal administrator. If you would like to set up an email address for a second member, you can create a similar email address to your own by simply appending an "add on" after the primary email address. These can both be directed to the same recipient. For example: **MemberA@gmail.com** and **MemberA+MemberB@gmail.com** could both go to the same mailbox. For instructions on how to do this, see this [Gmail blog](#).

When you log in for the first time, you will see a virtual membership card listing your member status and expiration date. You will also see the option to renew, as well as a prompt to update your profile. You may see some questions established by your League, although this function is not used by all Leagues.

¹ You may set a password for logging in. To do so, log in to the portal and click on your name. Select "My Profile" and then "Security"



From this screen, you can click **My Profile** to update your personal information, **Payments** to see any payments you have made through the portal, and **My Address** to add or change an address. It is also possible for you to add a second address if you spend part of the year in one place and part of the year in another. This screen also links to VOTE411.org so you can easily see your voting information.

In the top right of the screen, you can click on the name of your League, and that will take you to a view of anything that pertains to your local League as a whole.

- For a general member of the local League, this will show a list of League leaders, a folder of any League documents, and a link to your League’s website.
- For anyone in a League Admin role, there will be additional functions visible from this screen.



The Renewal Process

You will receive a renewal reminder email from LWVUS 60 days before your expiration date. If you do not renew in response to the first email, you will receive a second renewal reminder email 30 days before your expiration date. If you do not renew before your

expiration, you will receive another reminder email on your expiration date. Members who have not renewed will receive a final reminder email 45 days after their expiration date. Your local League may also communicate with you about renewing.

There is a 60-day grace period after a person's expiration when they are still considered an active member of the League. After 60 days, they will be considered inactive.

Renewing Online

If possible, you are encouraged to renew online. This [video gives a step-by-step overview of the join/renew form](#). Or you can simply follow the instructions below!

1. Select the “Renew” button in the upper right corner of your virtual Membership card in the Portal.
2. Confirm your personal information.
3. Enter your state and select your League. Note that the list of local Leagues is alphabetized by the words that come AFTER “LWV of” in their names.
4. Choose the amount of dues you wish to pay. You may choose to automatically renew your membership each year.
5. Determine if you would like to renew for a second member or provide a gift membership. Additional instructions for renewing for a second member can be found below.
6. On the next screen, determine if you would like to donate to your League. Any amount donated will go exclusively to the local League. You may indicate that you would like to automatically renew the contribution annually. Note that donations to the local League can only be made through the Portal during the join/renew process. Contact your local League for information about making donations at other times.
7. Select the payment method. Note that American Express is not accepted for joining, renewing, or donating through the Portal.
8. The payment method is confirmed. If you choose, you can save the payment method for future use.
9. You will be taken to a screen with a receipt. After joining, you will receive a receipt email. If the local or state League is a 501(c)(3), this can serve as a tax receipt showing that the 20% of dues going to the local League and/or the 47% of dues going to the state League is tax-deductible.

Renewing for a Second Member or Gift Membership

When you renew your membership, you can also renew on behalf of a second member or provide a gift membership. Some important things to note about this process:

- When you choose your dues amount, that will be the dues amount for each member, e.g. if you select the recommended dues amount of \$75, the total transaction will be \$150.
- Each member will be identified by their unique email address. If you are renewing on behalf of another member, you need to ensure that you are entering the email address associated with that member. Please contact your Roster Manager if you are unsure of the email address used for the second member.

Renewal by Check

Members are encouraged to join and renew through the online join/renew form, when possible, but members can still join and renew offline. Please contact your local League for their procedures.

If you have any questions, please contact your local League.