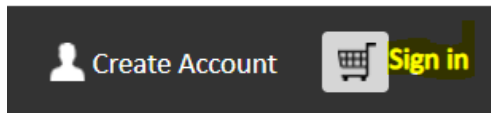




## **CSCE Membership Renewal Instructions**

(\*\*For **Life Members**, if you have not renewed yet, please contact [admin@csce.ca](mailto:admin@csce.ca) to confirm that you wish to maintain your membership for 2025.\*\*)

1. Access the CSCE website <https://www.csce.ca/> and click on “**Sign in**” in the black banner.



2. Sign in to your CSCE member account — note that your Username is the email address associated with your CSCE account. (If you have forgotten your password, click on “Forgot password?” — if you do not receive a re-set email within several minutes, check your junkmail folder)

### **Sign In**

Username

Password

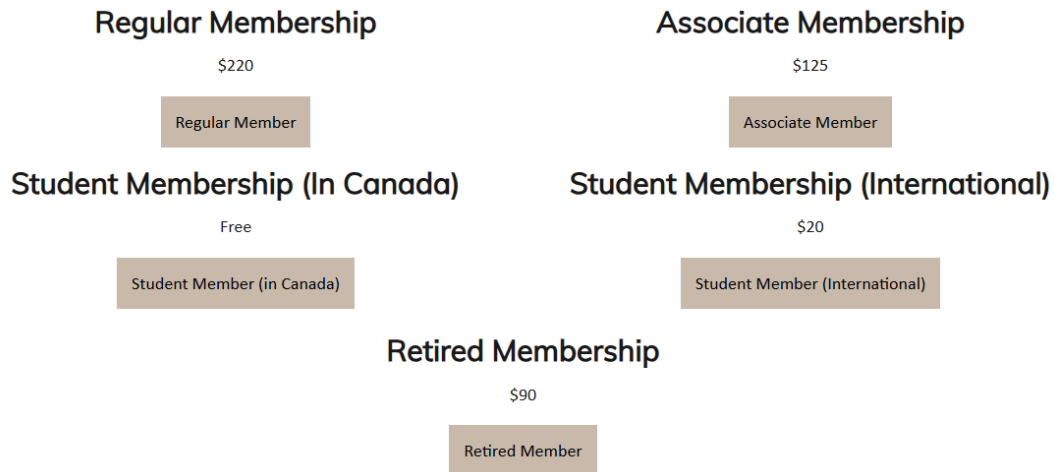
Sign In

[Forgot username?](#) | [Forgot password?](#)

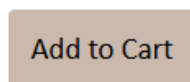
3. Click on the **Join Now** button and continue to **Step 4**.

- If you do not see a Join Now button, contact [admin@csce.ca](mailto:admin@csce.ca) to re-activate your account first (upon which a 2025 renewal invoice will be posted in your member portal).
- **If you see a Renew Now button but you did not make prior arrangements for a 2025 invoice to be added to your member portal, do not click on that button** (it is connected to the invoice for your 2024 renewal fees; only click on that button if you wish to make a catch-up payment of your 2024 membership fees). Contact [admin@csce.ca](mailto:admin@csce.ca) for further instructions regarding your 2025 renewal.

4. Scroll down and click on the **beige button** that matches your current **Member Type**:



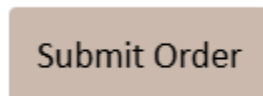
5. Click on the **Add to Cart** button at the bottom of the webpage



6. Then click on the **View Cart** link:



7. You will now be on the Shopping Cart webpage where you will be able to enter your credit card information.\* You must click on the **Submit Order** button at the bottom of the webpage to process your payment (you will receive an email confirming payment for your renewal).



(\*For **Canadian Student** membership renewals, the renewal process does not require payment. You will still receive a "Thank you for your CSCE purchase" email confirming that your membership has been renewed.)

If you have any difficulties signing in or making payment, please contact [admin@csce.ca](mailto:admin@csce.ca)