When your membership expires, you can renew it on your own by going to the itSMF website. Just follow the steps below! If you need help, call

1. Go to https://itsmfusa.site-ym.com/. Click **Sign In** in the upper right hand corner. If you are renewing for your company, sign into your company account with your company username and password, not your individual account. If you are an individual voting member and not part of a company membership, sign in using your own account information.

2. **If your membership has expired**, click on **Securely renew your membership now**.

3. **If your membership has not expired**, you’ll be able to log in. Then click on **Membership Info** in the My Profile menu on the right hand side,

    then click on **Securely renew your membership now**.
4. In either case, you’ll be taken to the Membership Dues page. Choose your membership. Click more next to the membership for a description.

5. Your member information should fill in automatically. If this is the same as your billing address, check the box.

6. If not, fill in your billing information. If you need to make changes to your member information that are the same as your billing address, check the box to update your membership information. (In other words, if your billing address and member information are different, fill in
8. Choose your billing method, selecting check/money order or credit card. If using a credit card, fill in your information and complete the process. In either case, click Submit Securely.

9. You’ve completed the renewal process! Click on View Invoice/Receipt to do so, and be sure to include a copy of your invoice if you’re sending in a check.

10. To update your information if your membership has not expired, or after you’ve renewed:
a. Log back into your account if necessary and click on **Manage Profile** on the right hand side.

![Profile Management Image](image)

b. Click on **Edit Bio**.

c. Change incorrect information and/or add additional information.

d. Click **Save Changes** at the bottom of the page.
itSMF USA Membership Renewal Process