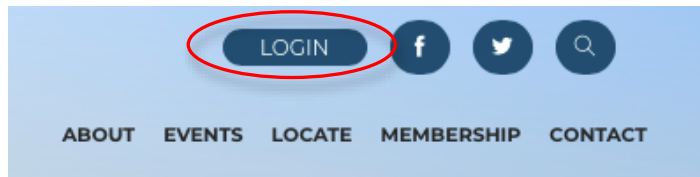
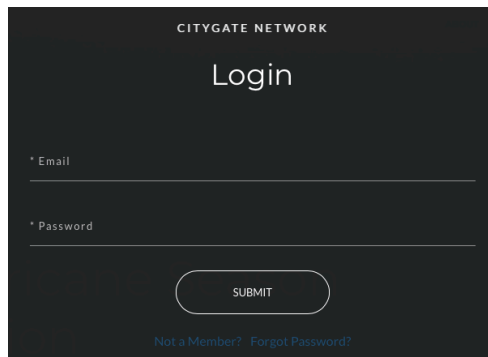


MEMBERSHIP RENEWAL GUIDE

A step-by-step guide to renewing your Citygate Network membership

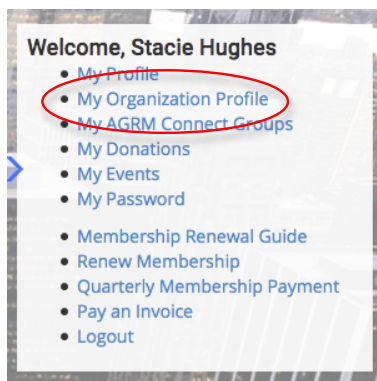


Step 1: Log in to www.citygatenetwork.org by clicking on “Login” on top right of the homepage.



Step 2: Enter your email address as the username. If you don't know the password, leave it blank and click “Submit.” You will be sent an email with instructions to reset your password.

If your email address isn't found in our system, please contact us at info@citygatenetwork.org.



Step 3: Once logged in, click on “My Organization Profile” on the right side of the screen (only accessible to executive directors, billing contacts, and profile managers.)

Organization Profile

This screen shows general information about your organization. [Click here](#) to view an easy, step-by-step guide. Click on **Edit General Information** to view your annual expenses or edit your contact info and available services. **Members** allows you to manage your staff and who is in your member seats. Executive Directors, Billing Contacts, Profile Managers (Level G and higher), and Event Contacts (Businesses only) are required. If your name is listed as both contacts and you need to change them to another person(s), please contact us at cmatos@citygatenetwork.org.

Scroll down to **Current Membership** to view or renew your existing membership.

COLLECTED INFORMATION SUMMARY	
Organization Name	My New Test Company
Membership Type	Level A
Company ID	157544
Company Logo	<input type="button" value="Upload"/>
ORGANIZATION CONTACTS - MY NEW TEST COMPANY	

Step 4: To view your organization's profile or make corrections and updates (including additional locations and modifying your provided services), click on the green **"Edit General Information"** button.

Your organization's profile information is uploaded directly into the online directory on our website. This includes not only contact information, but also services you offer.

Anybody searching for your ministry or company will see this profile! Citygate Network uses the services to direct people to your ministry who need help.

Don't forget to include the website links to your Volunteer and Donate webpages.

Organization Profile

This screen shows general information about your organization. [Click here](#) to view an easy, step-by-step guide. Click on **Edit General Information** to view your annual expenses or edit your contact info and available services. **Members** allows you to manage your staff and who is in your member seats. Executive Directors, Billing Contacts, Profile Managers (Level G and higher), and Event Contacts (Businesses only) are required. If your name is listed as both contacts and you need to change them to another person(s), please contact us at cmatos@citygatenetwork.org.

Scroll down to **Current Membership** to view or renew your existing membership.

COLLECTED INFORMATION SUMMARY	
Organization Name	My New Test Company
Membership Type	Level A
Company ID	157544
Company Logo	<input type="button" value="Upload"/>
ORGANIZATION CONTACTS - MY NEW TEST COMPANY	

Step 5: To update your organization's individual members, click on the green **"Members"** button.

MEMBERS FOR MY NEW TEST COMPANY (157544) REMOVE MEMBERS BACK TO SUMMARY ADD MEMBER

10 ORGANIZATION PEOPLE, 4 DIGITAL MEMBER SEATS SELECTED, 6 DIGITAL MEMBER SEATS INCLUDED IN YOUR MEMBERSHIP. UP TO HALF OF YOUR DIGITAL MEMBERS MAY BE SELECTED AS FULL MEMBERS.

Last Name	First Name	Middle Initial	Phone	Email	Digital Members	Full Members
AddrRegTest	Test		(719) 266-8300	editor@agrm.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Duck	Daisy		(719) 266-8300	daisy@duck.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elephant	Dumbo		(719) 266-8300	db@agrm.org	<input type="checkbox"/>	<input type="checkbox"/>
esx	josie		(281) 822-1234	jtran@xcatalyst.com	<input type="checkbox"/>	<input type="checkbox"/>
Hughes	Stacie		(719) 266-8300	shughes@agrm.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mouse	Mickey		(719) 266-8300	finance@agrm.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test	Lisa		(719) 266-8300	lisa.mcclarty@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>
Testing Again	Testing		(719) 266-8300	Testing@agrm.org	<input type="checkbox"/>	<input type="checkbox"/>
TestNewCompanyPerson	Test		(281) 822-6503	info@esxinc.com	<input type="checkbox"/>	<input type="checkbox"/>
Tiger	Tigger		(719) 266-8300	tigger@agrm.org	<input type="checkbox"/>	<input type="checkbox"/>

Update Members

Step 5 cont'd: Checked members will receive digital benefits and/or full member benefits. The number of digital members is determined by your membership level, and up to half of them may also receive full benefits. Digital members have access to the website, discussion forums, and electronic newsletters. Full members receive digital benefits plus *Instigate* magazine and voting privileges.

To add a new member, click on the green **“Add Member”** button. To edit existing member profiles, click on the last name of the individual.

To remove a member who should no longer be connected to your organization, first make sure their member seat is unchecked, click **“Update Members,”** and then click on the green **“Remove Members”** button.

When finished, click on the green **“Back to Summary”** button to return to the Organization Profile.

COLLECTED INFORMATION SUMMARY EDIT GENERAL INFORMATION MEMBERS

Organization Name: My New Test Company
 Membership Type: Level A
 Company ID: 157544
 Company Logo: Upload

ORGANIZATION CONTACTS - MY NEW TEST COMPANY

Type	Last Name	First Name	Phone	Email	Action
Executive Director	Hughes	Stacie	(719) 266-8300	shughes@agrm.org	Edit Profile Change Contact
Job Contact	Elephant	Dumbo	(719) 266-8300	db@agrm.org	Edit Profile Change Contact Remove
Job Contact	Hughes	Stacie	(719) 266-8300	shughes@agrm.org	Edit Profile Change Contact
Billing Contact *					Add New Select from List

Step 6: Upload your logo for display in the directory.

Each organization is required to have an Executive Director contact and a Billing Contact. Level G and higher missions also have a Profile Manager. These contacts can be the same person. Click **“Change Contact”** or **“Select from List”** to change to another person already in your Members list. Please note that you are not able to remove yourself. Contact us at info@citygatenetwork.org if this type of change is needed.

ORGANIZATION ADDRESSES ADD

Address	Address 2	City	State	Country	Zip	Action
2153 Chuckwagon Road, Ste. 100		Colorado Springs	Colorado	United States of America	80919	

POLITICAL INFORMATION
 House District: 5 House Representative: Lamborn, Doug (R)
 Senator 1: Bennet, Michael F. (D-CO) Senator 2: Udall, Mark (D-CO)

OTHER INFORMATION
 2017 Compensation Survey

[Click here to make a quarterly payment.](#)

CURRENT MEMBERSHIP

Membership Type	Start Date	End Date	Renew
Satellite	1/1/2018	12/31/2018	Renew

Step 7: Finally, click on **“Renew”** to renew your membership. You will be asked for your annual operating expenses, which determines your member level and number of digital/full members.

Click Next to go to the Payment page. Ministries will have the option to pay in full (and receive a 5% discount), pay half, or pay quarterly. If you pay half or quarterly, you will receive an email reminder when the next payment is due. Payment options include either credit card or check.