Membership Renewal Instructions

**Existing Members**

1. Go to [www.castromerchants.com](http://www.castromerchants.com)
2. Click the Member Login button in the lower right corner
3. Enter Email and Password
4. If you have forgotten your password, click Forgot Password and check your email for a reset link
   ![Login Page Screenshot](image1.png)
5. If you get an error that says Email Not Found, you are not using the email you signed up with originally which is the one this email was sent to. Try another email and if that fails, please email info@castromerchants.com for help. Do not use the instructions for New Members below. If you received a renewal email from us, you are already in the system.
6. Choose Join New Plan
7. Pick Castro Business Membership 2022 ($150) or Affiliate Membership 2022 ($200). You are most likely a Castro Business. An Affiliate Membership is for a business that doesn’t have a physical presence in the Castro, but does business in the area.

8. Enter credit card information and click Purchase Now

9. A receipt will be emailed to you

10. Now, click Edit Your Profile to make sure your company information is up to date. **This is important** because it is what will show up on our website’s Member Directory.

DO NOT SKIP THIS STEP! Fill it out completely.
11. You now have a login for our website to update your member information whenever you want. Just use the Member Login button on the home page.

**New Members**

1. Go to [www.castromerchants.com/membership](http://www.castromerchants.com/membership)
2. Pick the appropriate plan

![Image of membership form]

3. Fill out all the member information completely. **DO NOT SKIP THIS STEP!**
4. If you get this error screen, it means you already have an account in our system. Use the instructions for Exiting Members

![Login Form]

5. Take note of the email and password you used. These will be your credentials to login to the Member section of the website.

Any issues at all, please contact info@castromerchants.com