



## How to Renew Membership

1. Login at your [Coalition Manager](#) account.

*If you've forgotten your password, click the password reset button at the link.*

2. After you've logged in, in the left sidebar, click **Contact Manager**, then **Details**.

3. Click the **RENEW** button in the Basic Information box at the top of the page.

4. Dues for Community Partners should be pre-populated (\$250). Fill out the required info boxes. Click **Verify**.

*Please submit [this form](#) if you need financial assistance for member dues. We will be in touch with you to let you know if your request has been approved, after which you could continue with the payment process.*

5. On the payment page, choose whether you will pay in full or quarterly, and if you will pay online or by check. Enter the corresponding info.

*If you choose to pay by check, make it out to Violence Free Colorado mail it to us at P.O. Box 40328 Denver, CO 80204 after completing these Coalition Manager steps.*

6. Click **Submit**.

7. That's everything! Thank you for renewing!

*If you need an invoice for your records, click **Contact Manager** in the left sidebar again, then **Details**. Click **View Invoice** in the Basic Information box at the top of the page. This will give you the option to print your invoice.*