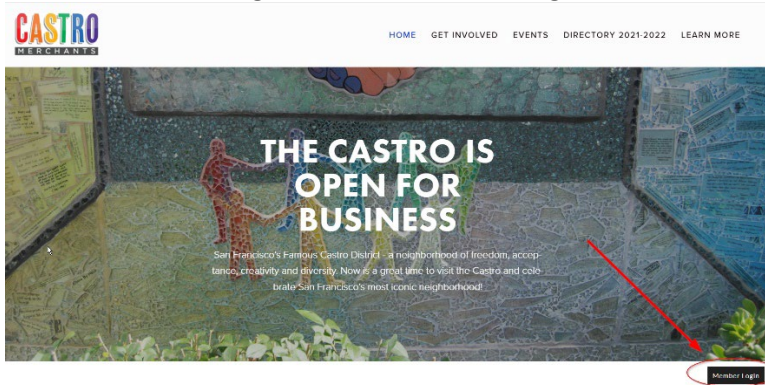




## Membership Renewal Instructions

### 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

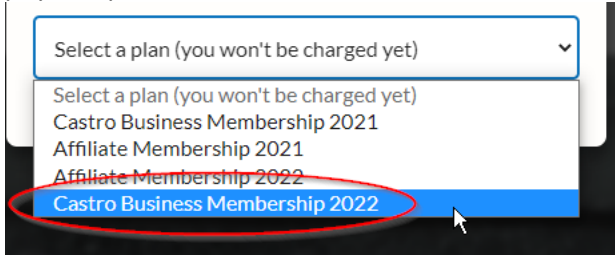
Email [Forgot email?](#)

  
  
Your Password [Forgot password?](#)

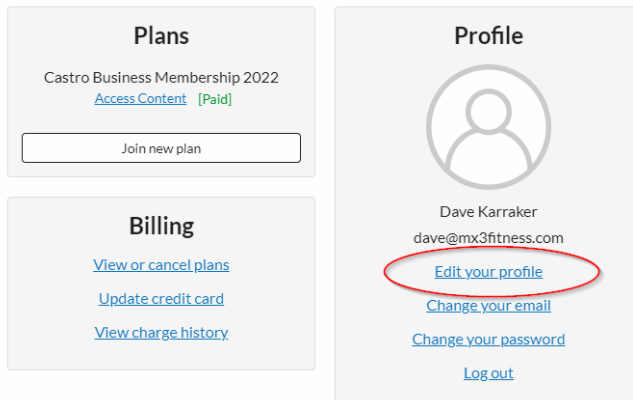
5. If you get an error that says Email Not Found, you are not using the email you signed up with originally which is the one this email was sent to. Try another email and if that fails, please email [info@castromerchants.com](mailto:info@castromerchants.com) for help. Do not use the instructions for New Members below. If you received a renewal email from us, you are already in the system.
6. Choose Join New Plan

Plans	Profile
Castro Business Plan Manual Entry <a href="#">Access Content</a>	
<input type="button" value="View plan details"/> <input type="button" value="Join new plan"/>	<input type="text"/>
	<a href="#">Edit your profile</a>

- Pick Castro Business Membership 2023 (\$150) or Affiliate Membership 2023 (\$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.



- Enter credit card information and click Purchase Now
- A receipt will be emailed to you
- 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.

First Name \*

Last Name \*

Email \*

Email Confirmation \*


Title: \*

Business Name: \*

Business Physical Street Address: \*



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



#### Castro Merchants 2022/2023 Membership

Castro Merchants membership is for businesses located inside the Castro Neighborhood. Annual membership is \$150 a year. Membership runs April 1, 2022 to March 31, 2023.

1 YEAR MEMBERSHIP

3. Fill out all the member information completely. **DO NOT SKIP THIS STEP!**

First Name \*

Last Name \*

Email \*

Email Confirmation \*

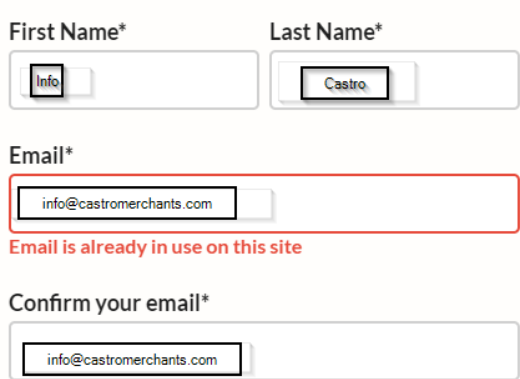
Title: \*

Business Name: \*

Business Physical Street Address: \*



4. If you get this error screen, it means you already have an account in our system. Use the instructions for Exiting Members



The screenshot shows a registration form with the following fields and content:

- First Name\***: Input field containing "Info".
- Last Name\***: Input field containing "Castro".
- Email\***: Input field containing "info@castromerchants.com". This field is highlighted with a red border, and a red error message "Email is already in use on this site" is displayed below it.
- Confirm your email\***: Input field containing "info@castromerchants.com".

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](mailto:info@castromerchants.com)