Membership Renewal Instructions

If you are already a Hexagon member, please first create your account on http://www.hexagoncrm.org by following the instructions available at http://www.hexagoncrm.org/create.

Please take note that Hexagon CRM makes use of Google Checkout to process credit card transaction. Google Checkout is not in any way affiliated with Hexagon and your account information on Hexagon CRM is in no way related to your Google Checkout account information.

Step 1. Go online to http://www.hexagoncrm.org and log in.

Step 2. Once you are logged in, scroll down and select Join/Renew under Membership from the menu on the left of the page.
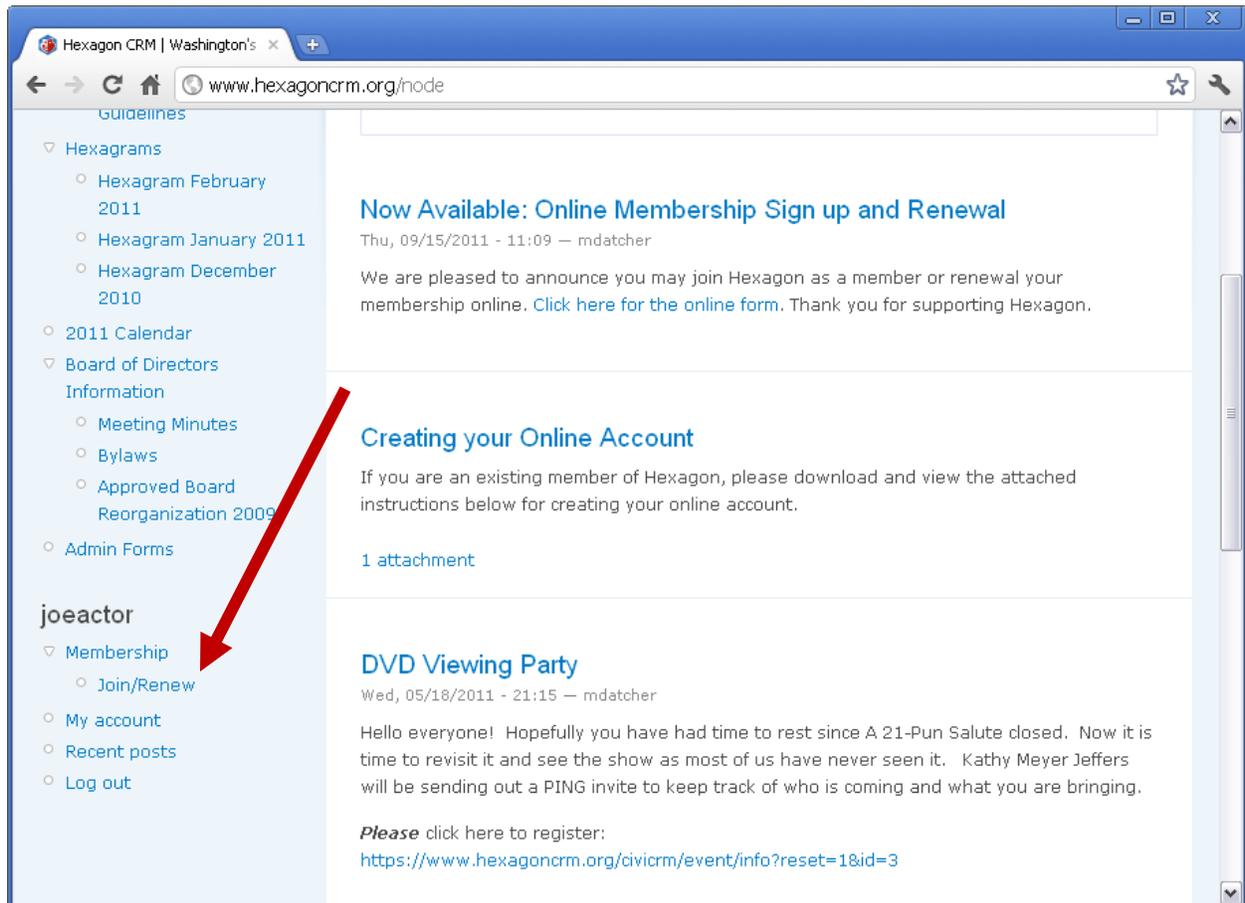
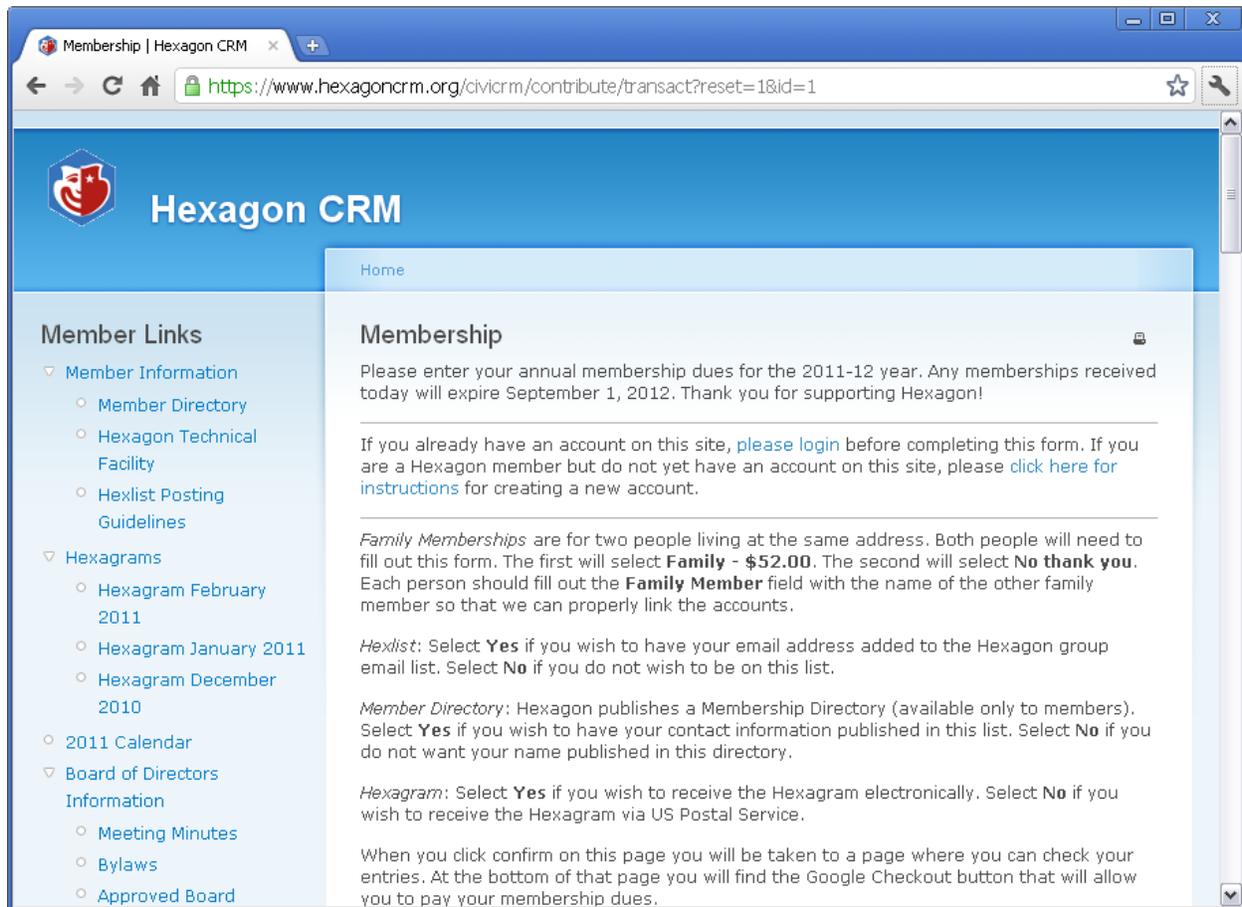**Step 3.** The top of the page includes brief instructions for renewing.

Membership | Hexagon CRM

https://www.hexagoncrm.org/civicrm/contribute/transact?reset=1&id=1

Hexagon CRM

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Member Links

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Membership

Please enter your annual membership dues for the 2011-12 year. Any memberships received today will expire September 1, 2012. Thank you for supporting Hexagon!

If you already have an account on this site, please login before completing this form. If you are a Hexagon member but do not yet have an account on this site, please click here for instructions for creating a new account.

Family Memberships are for two people living at the same address. Both people will need to fill out this form. The first will select **Family - $52.00**. The second will select **No thank you**. Each person should fill out the **Family Member** field with the name of the other family member so that we can properly link the accounts.

Hexlist: Select **Yes** if you wish to have your email address added to the Hexagon group email list. Select **No** if you do not wish to be on this list.

Member Directory: Hexagon publishes a Membership Directory (available only to members). Select **Yes** if you wish to have your contact information published in this list. Select **No** if you do not want your name published in this directory.

Hexagram: Select **Yes** if you wish to receive the Hexagram electronically. Select **No** if you wish to receive the Hexagram via US Postal Service.
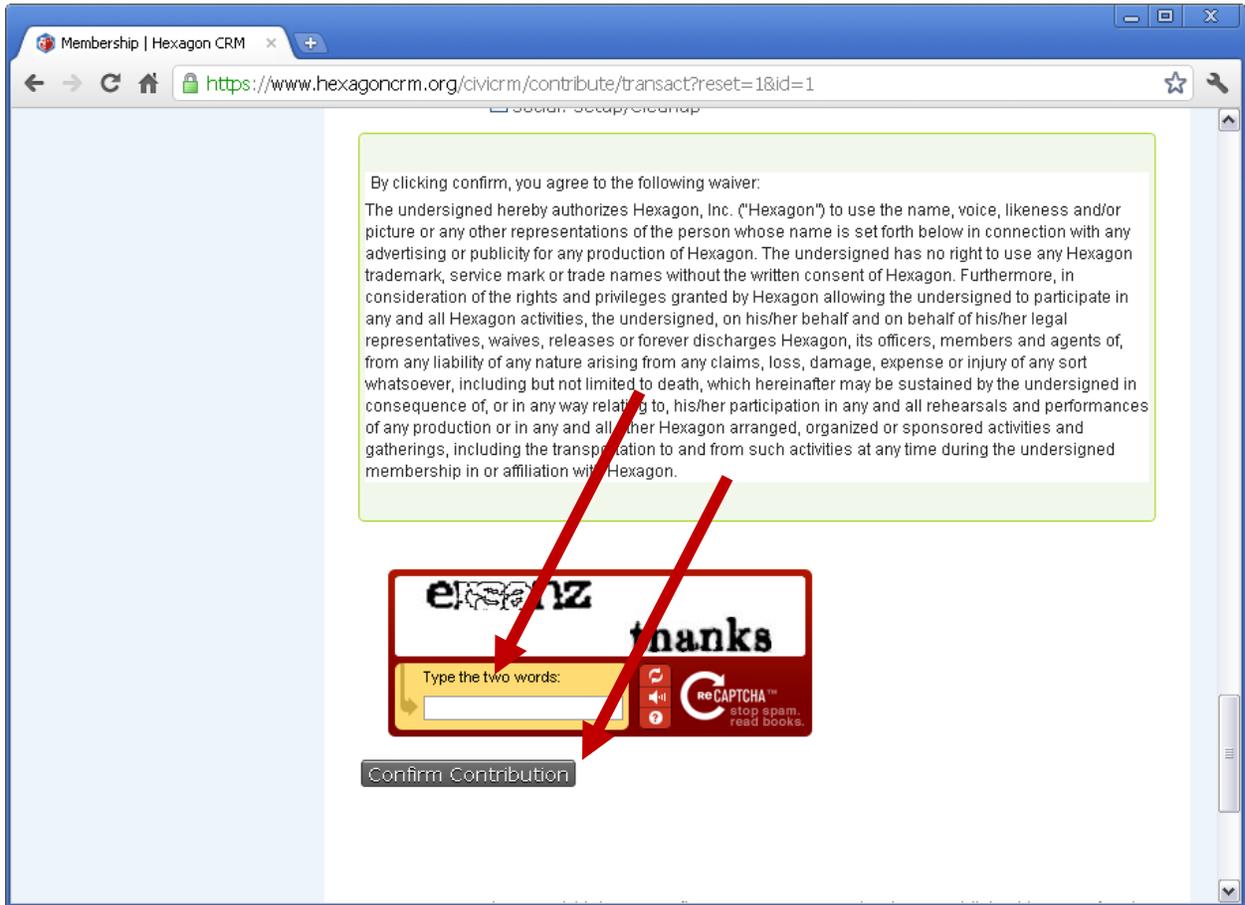
When you click confirm on this page you will be taken to a page where you can check your entries. At the bottom of that page you will find the Google Checkout button that will allow you to pay your membership dues.

Scroll down to find the form, which, if you have properly logged in, will already have your information filled in, including your previous membership. Make any changes or additions as you need.

Step 4. Once you have checked your information, fill in the reCAPTCHA and click Confirm Contribution.

Step 5. The next page gives you an opportunity to check your entries from the previous page.

Once you have confirmed your entries, click the Google Checkout button at the bottom of the page.
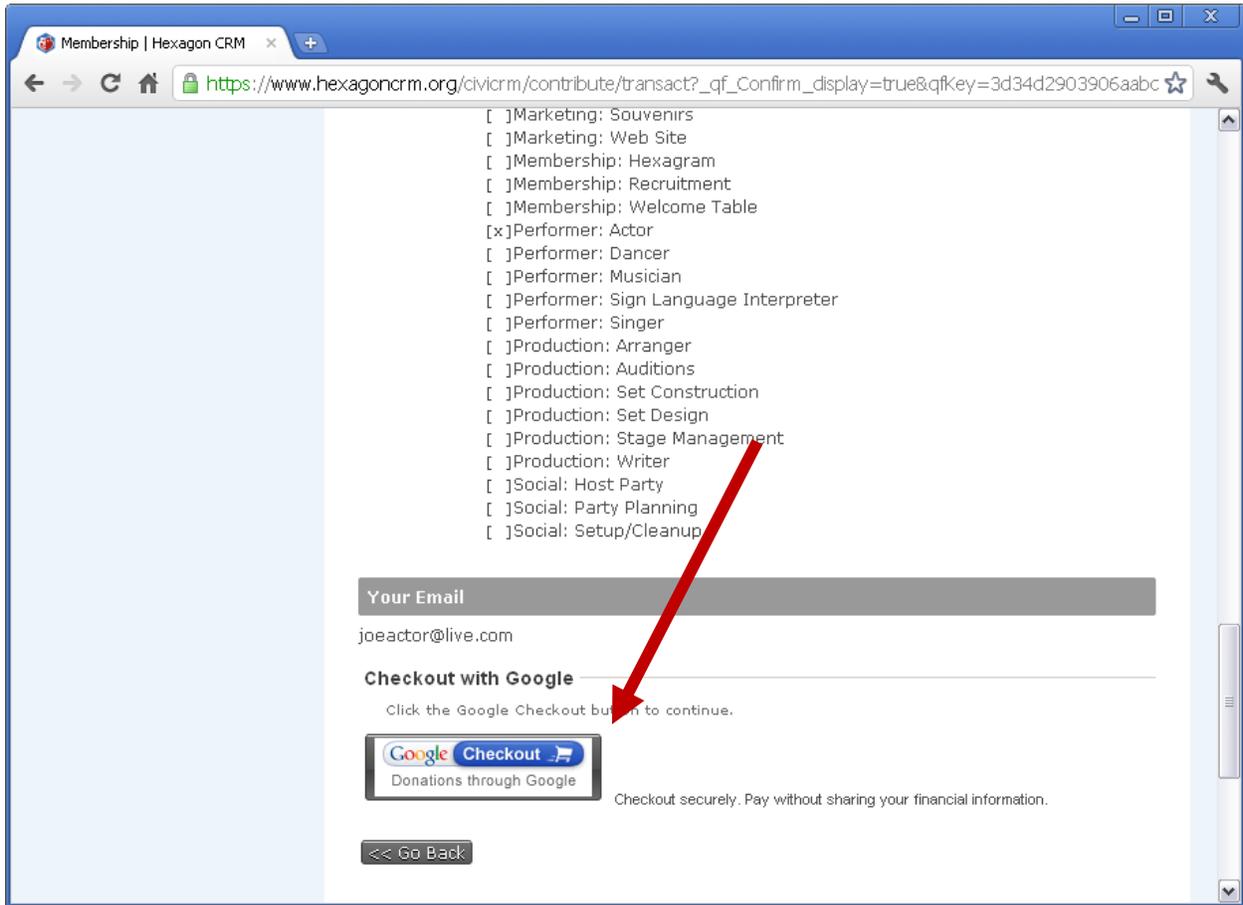
Step 6. If you already have a Google account (such as Gmail), you may sign in now. Otherwise, enter your billing information. (Note: Screenshot is taken from Google's test site. The real site will not display the Sandbox watermark.)

Fill in your billing information and then click Agree and Continue.

Step 7. On the contribution confirmation page, click Complete your donation.

Step 8. You have finished the Google Checkout process. Click Return to Hexagon, Inc.
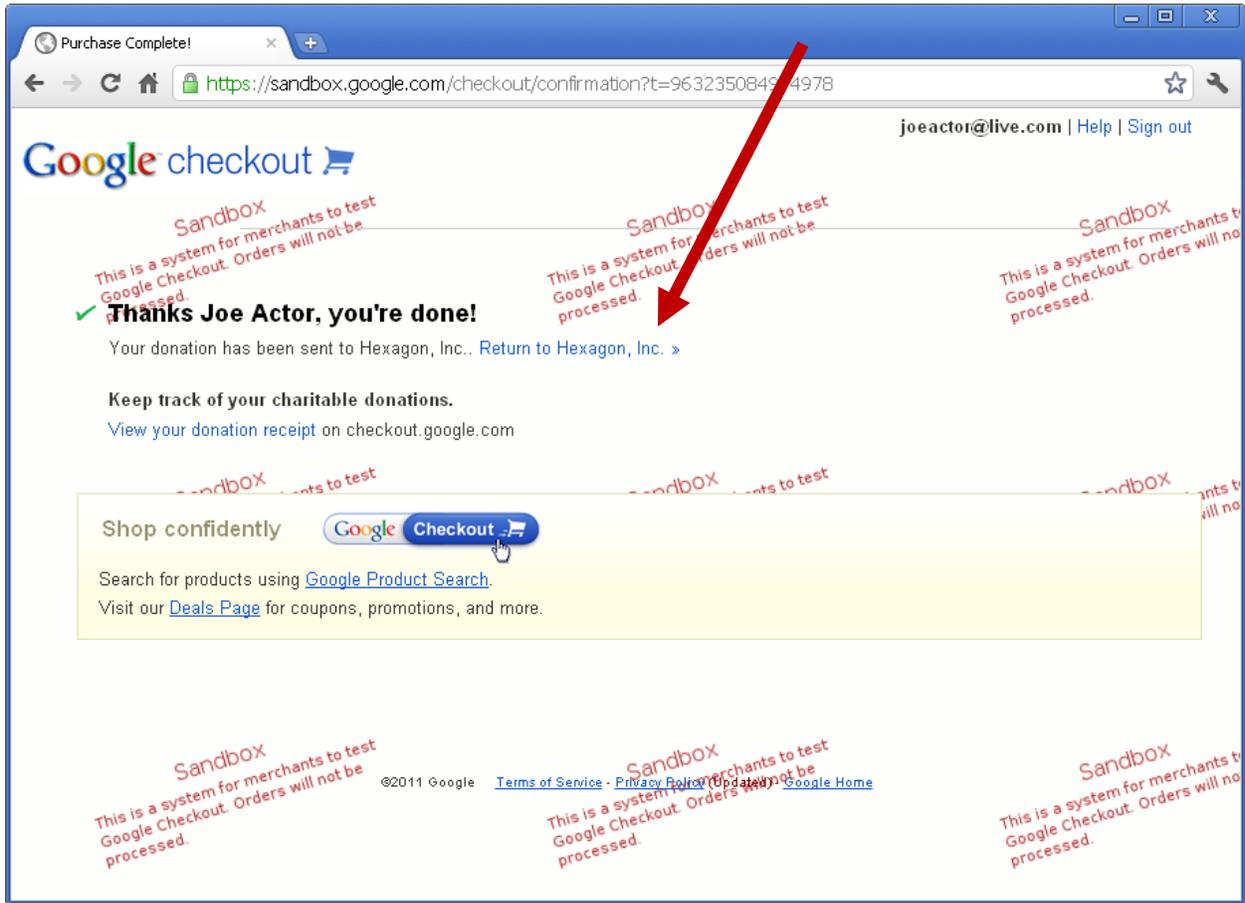
Step 9. Congratulations! You are finished. You will receive a confirmation page for your transaction. At this point you can print this page, click Tell a Friend, or close your browser. You will receive an email from Google Checkout in 20 – 30 minutes confirming your transaction.
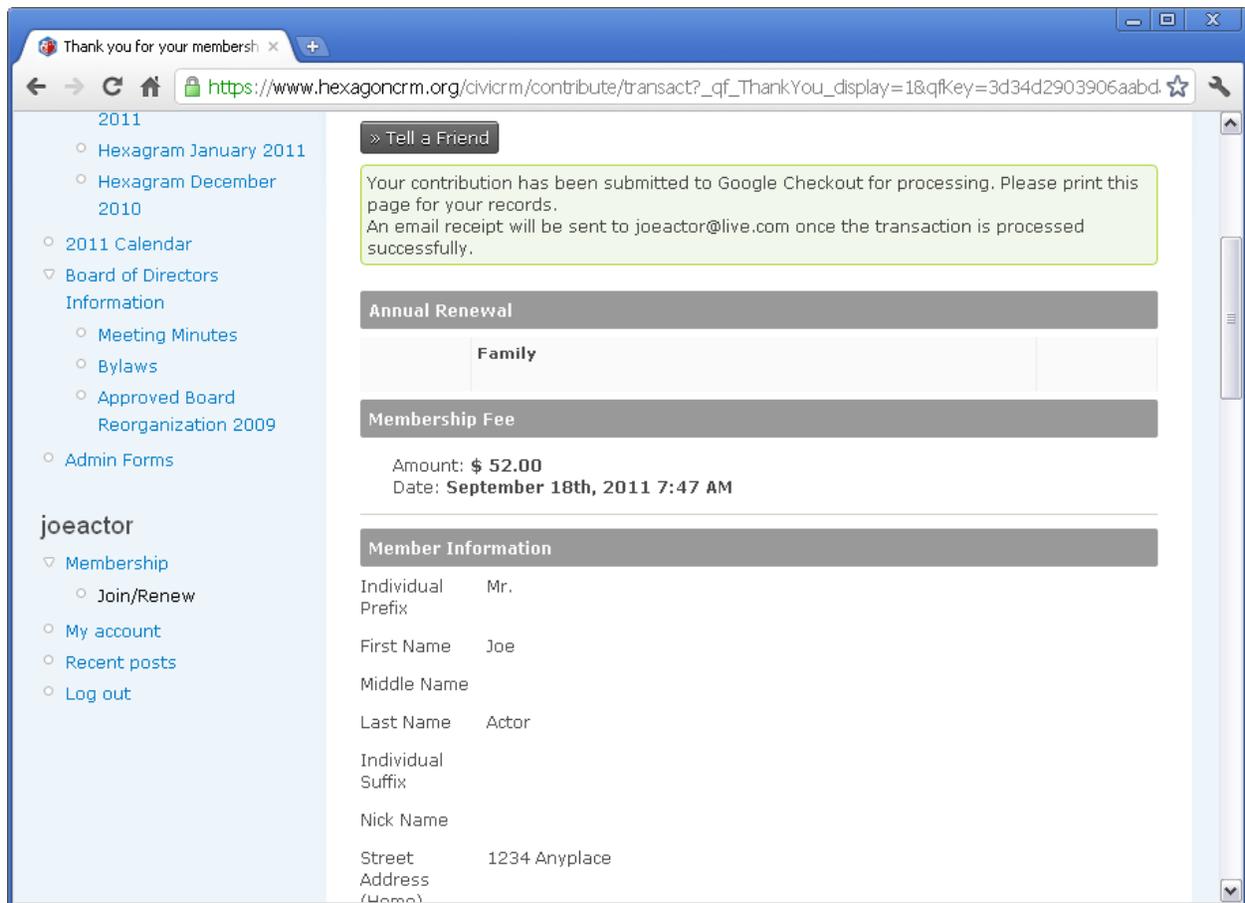
If you have any questions, please email membervp@hexagon.org. Thank you.