How to Renew Your CMS Membership Online

As a Chicago Medical Society member, you may now renew your annual membership online by following these steps:

1) Click on “Login to Renew Your Membership”.

2) Log into the site by entering your Primary E-Mail address on file with CMS and CMS Website Password. (If you remember changing your password, please use the new one you created)

3) Once logged in, you will land on the My Memberships area. Details about your Dues Renewal order are listed in the middle of the page. Click on the Pay Open Orders button to pay your dues. (See below)

Details regarding your membership renewal will be listed on the My Memberships page. When you are ready to pay, click on “Pay open order” link.
4) Check the box next to your name. Then click the Next button. (See below)

5) Decide how much you would like to contribute to the IMPAC fund. Or, check the Not Today box if you would rather not make a donation at this time. Then click the Next button. (See image below)
6) Enter your credit card details and then hit the Next button. (See below)

Make a Payment

Please enter your payment information below. When finished, click "Next" button.

Payment Information

* Payment Method: Credit Card

Credit Card - Enter Credit Card Information in the fields provided below:

This is a Corporate Card

* Card Type: American Express
* Credit/Debit: Credit
* Card Number: 1111111111111111
* Card Expiration Date: January 01 2015
* Cardholder's Name: Dr. Example Member

Payment Summary:
Total Amount: $1,145.25

Enter your credit card information then hit Next. Review order and hit Submit.

7) Confirm and/or update your billing information. (See below)

Make a Payment

Please provide the following billing information. When finished, click "Next" button.

Billing Information

Bill to Home Address:
No primary address or phone available for this customer.
United States
g@example@cmsdocs.org

Bill to Work Address:
Example Member
1000 Waukegan Road
Glenview IL 60025
United States
g@example@cmsdocs.org

Bill to Other Address:
No primary address or phone available for this customer.
United States
g@example@cmsdocs.org
8) On the final page, you will see a summary of your Dues Renewal purchase. Click on the Purchase button to charge your credit card. Once your renewal order has processed, you will receive a receipt of your purchase(s) via email.

If at any time you have problems or questions, please send a message to CMS Membership Services at cms@cmsdocs.org. Or call CMS and talk to a Membership Service team member at: (312) 670-2550