

## 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)

[CMS Member Account Home](#)

[CMS Online Store](#)

[Upcoming Events](#)

[Log into CMS Web site](#)

[Back to CMS Web site](#)

[Login](#)

### Login

Please provide your e-mail address and password to login.

If your login information is displayed below, then you are already logged in.  
If you are a visitor and not a registered user, please use the [New Visitor Registration](#) to register for the site.

Primary E-Mail Address:

Password:

Remember Me

[Forgot your Password?](#)

Log into the CMS Account area by entering your primary email on file with CMS Docs and your password.

- 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)

My Memberships

## My Memberships

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.

Memberships My Memberships

The section below displays open orders and invoices that are 1 year old or less, and closed orders and invoices that are 60 days old or less

| Member Type                 | Join     | Effective  | Expire | Order# | Order Status | Order Date | Total | Invoice# | Primary Action |
|-----------------------------|----------|------------|--------|--------|--------------|------------|-------|----------|----------------|
| Regular (ISMS and CMS Docs) | 1/1/2014 | 12/31/2014 | 012560 | Open   | 11/9/2013    | \$945.25   |       |          | Pay open order |

4) Check the box next to your name. Then click the Next button. (See below)

### Make a Payment

Select Orders Payment Billing Address Submit

**Select Open Orders/Invoices**

The following orders/invoices are still open for selected customer(s).  
 Note : Orders that contain donations can be paid at the next step.  
 Note : If the Customer Purchased is blank the order/invoice is for the Bill To Customer.

| Bill To Customer:                                  | Purchased Customer: | Order Date | Order/Invoice:              | Items | Total    | Discount  |
|--|---------------------|------------|-----------------------------|-------|----------|---|
| <input checked="" type="checkbox"/> Member Example |                     | 11/9/2013  | Order 012560 (Dues Renewal) | 2     | \$945.25 |  |

Discount Code:  Apply Discount Remove Discount

Check the box next to your name. Then click Next button. Cancel Next

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)

### Make a Payment

Select Orders Payment Billing Address Submit

**Donations**

Would You Like To Make A Donation ? (If yes, please select a donation from the list below:)

IMPAC Not Today:

\$200.00 
  \$500.00 
  Other Enter Amount

Decide what amount you would like to contribute to IMPAC, or choose Not Today. Click Next. Previous Cancel Next

6) Enter your credit card details and then hit the Next button. (See below)

### Make a Payment

Select Orders
Payment
Billing Address
Submit

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

**Payment Information**

|   |  |
|---|--|
| <p><b>Payment Method:</b> <span style="border: 1px solid #ccc; padding: 2px;">Credit Card</span></p> <hr/> <p><small>Credit Card - Enter Credit Card information in the fields provided below:</small></p> <p><input type="checkbox"/> <b>This is a Corporate Card</b></p> <p><b>Card Type:</b> <span style="border: 1px solid #ccc; padding: 2px;">AmericanExpress</span></p> <p><b>Credit/Debit:</b> <span style="border: 1px solid #ccc; padding: 2px;">Credit</span></p> <p><b>Card Number:</b> <span style="border: 1px solid #ccc; padding: 2px;">1111111111111111</span></p> <p><b>Card Expiration Date:</b> <span style="border: 1px solid #ccc; padding: 2px;">January(01)</span> / <span style="border: 1px solid #ccc; padding: 2px;">2015</span></p> <p><b>Cardholder's Name:</b> <span style="border: 1px solid #ccc; padding: 2px;">Dr. Example Member</span></p> | <p><small>Payment Summary:</small></p> <p>Total Amount: = \$1,145.25</p> |
|---|--|

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

Previous
Cancel
Next

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

### Make a Payment

Select Orders
Payment
Billing Address
Submit

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

**Billing Information**

|   |  |
|---|--|
| <p><input type="radio"/> <b>Bill to Home Address:</b> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Edit</span></p> <p><small>No primary address or phone available for this customer.</small></p> <p>United States</p> <p><input checked="" type="checkbox"/> example@cmsdocs.org</p>    | <p><input checked="" type="radio"/> <b>Bill to Work Address:</b> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Edit</span></p> <p><b>Example Member</b></p> <p>1926 Waukegan Road<br/>Glenview IL 60025<br/>United States</p> <p><input checked="" type="checkbox"/> example@cmsdocs.org</p> |
| <p><input type="radio"/> <b>Bill to Billing Address:</b> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Edit</span></p> <p><small>No primary address or phone available for this customer.</small></p> <p>United States</p> <p><input checked="" type="checkbox"/> example@cmsdocs.org</p> | <p><input type="radio"/> <b>Bill to Other Address:</b> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Edit</span></p> <p><small>No primary address or phone available for this customer.</small></p> <p>United States</p> <p><input checked="" type="checkbox"/> example@cmsdocs.org</p>      |

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.

## Make a Payment

Select Orders
Payment
Billing Address
Submit

Please review the information below and submit your payment.

### Submit Payment

**Paid By:**  
**Dr. Example Member**  
**example@cmsdocs.org**

| Customer:          | Order Date | Order/Invoice:              | Items           |
|--------------------|------------|-----------------------------|-----------------|
| Dr. Example Member | 11/9/2013  | Order 012560 (Dues Renewal) | 2               |
| <b>Total</b>       |            |                             | <b>\$945.25</b> |
| Payment            |            |                             | \$945.25        |
| Order Balance      |            |                             | \$0.00          |

**Payment Information**

Payment Amount: \$945.25  
 Payment Method: Credit Card  
 Card Type: AmericanExpress Change  
 Card Number: \*\*\*\*\*2247  
 Card Expiration Date: 10/2015  
 Cardholder Name: Dr. Example Member

**E-mail Confirmation**

Send a confirmation e-mail to my primary e-mail address: example@cmsdocs.org

Send a copy of the confirmation e-mail to an additional e-mail address:

Previous
Cancel
Pay Now