**How to Sign up for MemberClicks to Renew Your Membership**

*Instructions for MemberClicks/MC Trade/Atlas*

1. Visit nonprofitmoco.org & click on **Join/Renew** in the menu bar.
2. Click the green button: RENEW MEMBERSHIP.
3. Enter the email address of your associated with your Nonprofit Montgomery membership and click the Reset Password link above the gray Log In button.
4. You will receive an email with the subject “Password Reset Requested” in which there will be a link to
5. reset your password. The link to update your password is valid for only one hour.
6. Click the link and update to a password of your choice. This password must be 10 characters long and it must not be the same as your username (which is your email address).
7. Once you update your password, you will be redirected to the login screen and must enter your email address and password to login.
8. You can also email connect@nonprofitmoco.org and ask for a password reset.
9. Once logged in you are able to renew your membership. You can also your membership dues via the invoice that was emailed to you.

**How to Access the “Members Only” Site**

**Do you want full access to the portal?**

1. Visit: <members.nonprofitmoco.org/atlas/portal/>
2. Use your email address and password that you used for renewal. Or click forgot my password to be sent a new password. You can also email connect@nonprofitmoco.org and ask for a password reset or if you have any trouble with your login.
3. Once logged in you can see and pay any invoices, update your information, and more.