How to process renewals online

1. Go to https://www.toastmasters.org/. Click on Login at the top of the page.

2. Log into the Toastmasters International website.

3. Click on Leadership Central and select Club Central from the drop-down selections. (Alternatively, click on Welcome, Name, taking the officer to their profile page. Then, click on the (Club Central) button under the officer’s member number on the left side of the page.)
4. On club central, click on submit payment.

5. Click on the (Add to Cart) button.
6. That person’s membership information will be moved to the bottom of the page (If more payments need to be added, scroll up to the top of the page and repeat step 5 for each person who is renewing.). Then, click on the **Continue to payment information** button.
7. Enter credit card information that is being used for dues payment. Click on the (Submit Payment) button.
8. A pop up will appear letting the officer know that the payment was successful.

To renew members for a full year

One of the club officers would need to submit a list of all club members renewing for a full year to renewals@toastmasters.org. A representative at TI will contact that officer to let them know when they can proceed with the processing a full year of renewal for those specific members. The officer would then submit payment for the October renewal, if they have not already done so, (steps 5-8) and then submit payment for the April renewal (steps 5-8).