

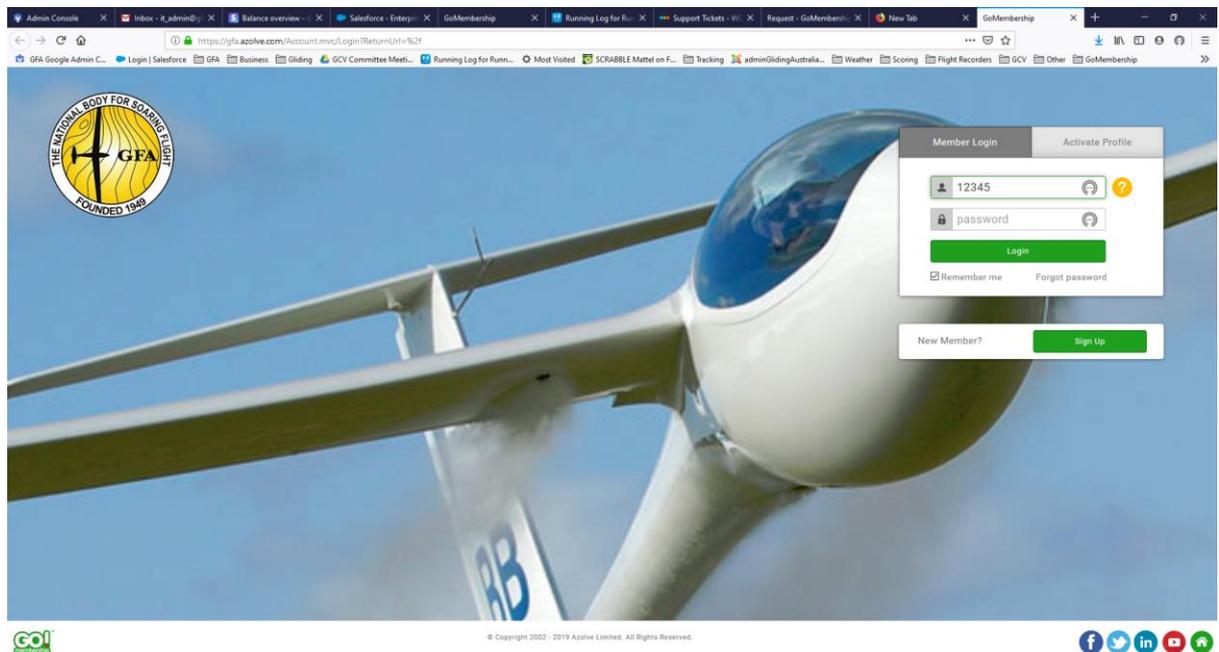
Logging in to GoMembership for the first time

As this is a new system, there is a new process to follow initially. **Most of these steps happen only once – after that a simple username and password is all you need.**

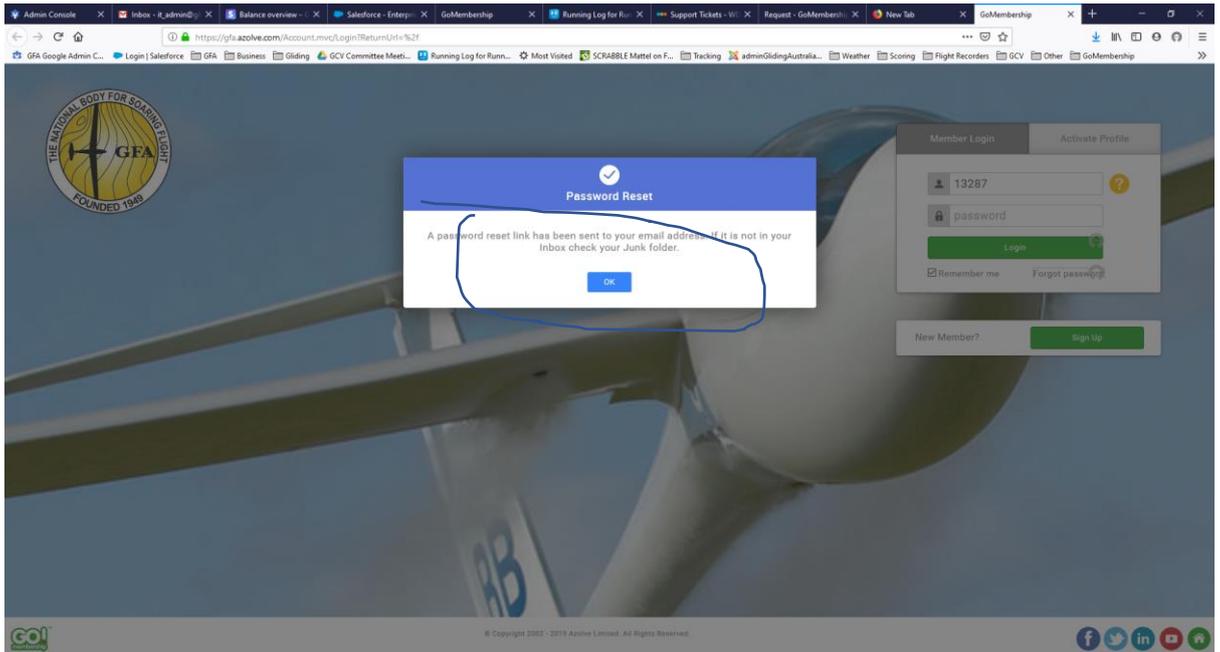
Your username is your existing membership number but only the numeric part. The “M-” that used to be part of the number has gone. So if your number was M-12345, it is now 12345. Makes it simpler. If your number starts with a 0, do not use this. M-068402 becomes 68402.

So here are the steps to follow:

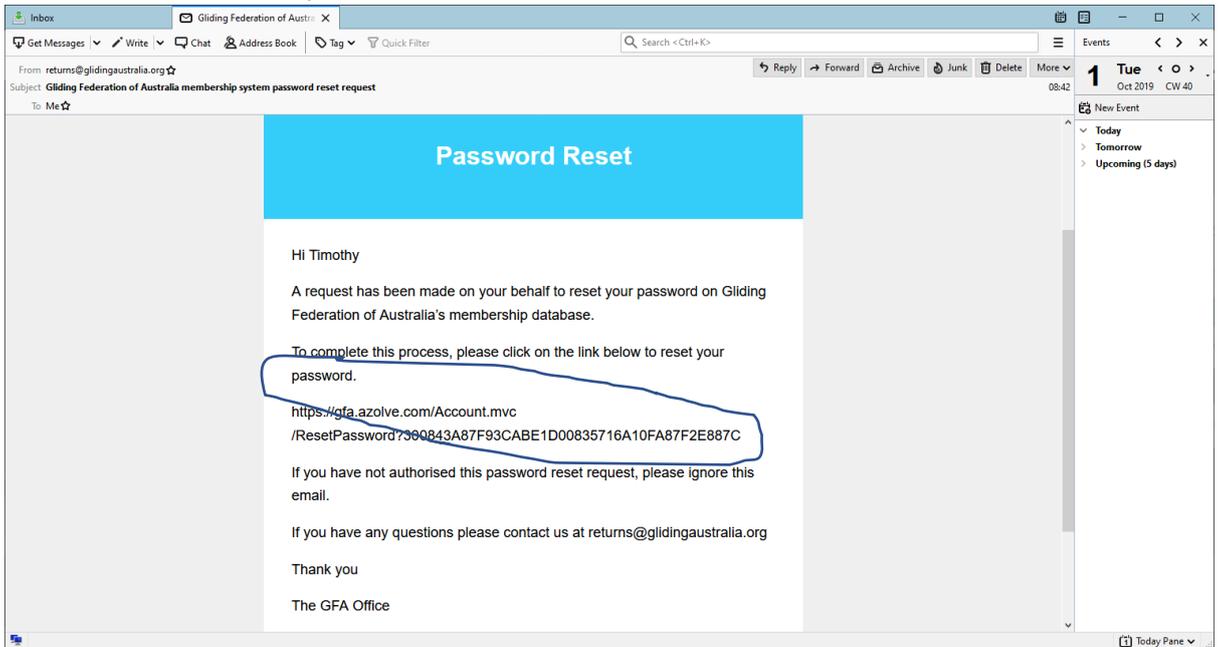
1. Navigate to <https://gfa.azolve.com> and enter your username



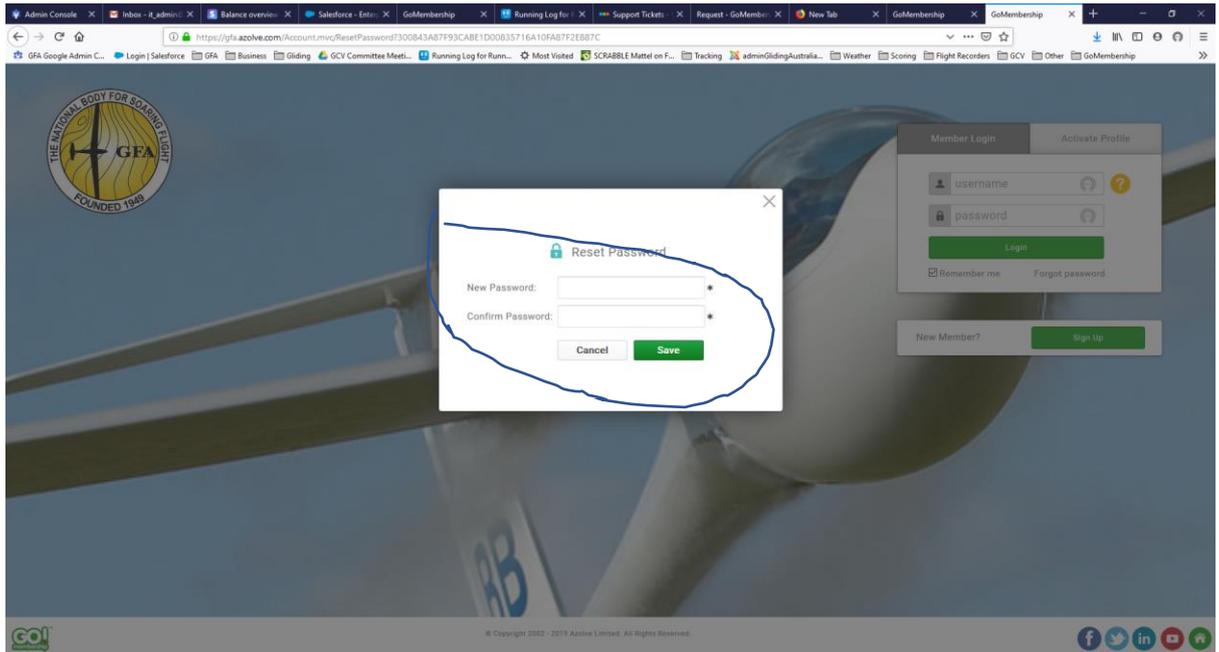
2. You have to set a new password. Since this is a new system, the old password won't work. Select the “Forgot password” link below the greet Login” button:



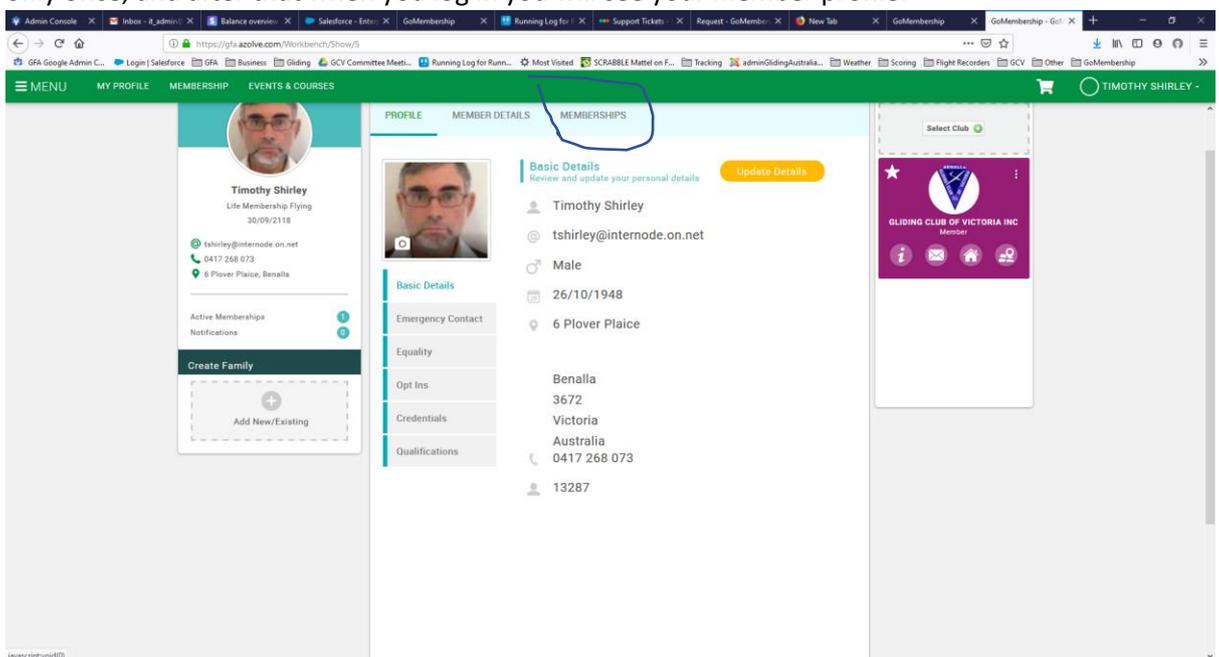
This sends a reset link to your email address:



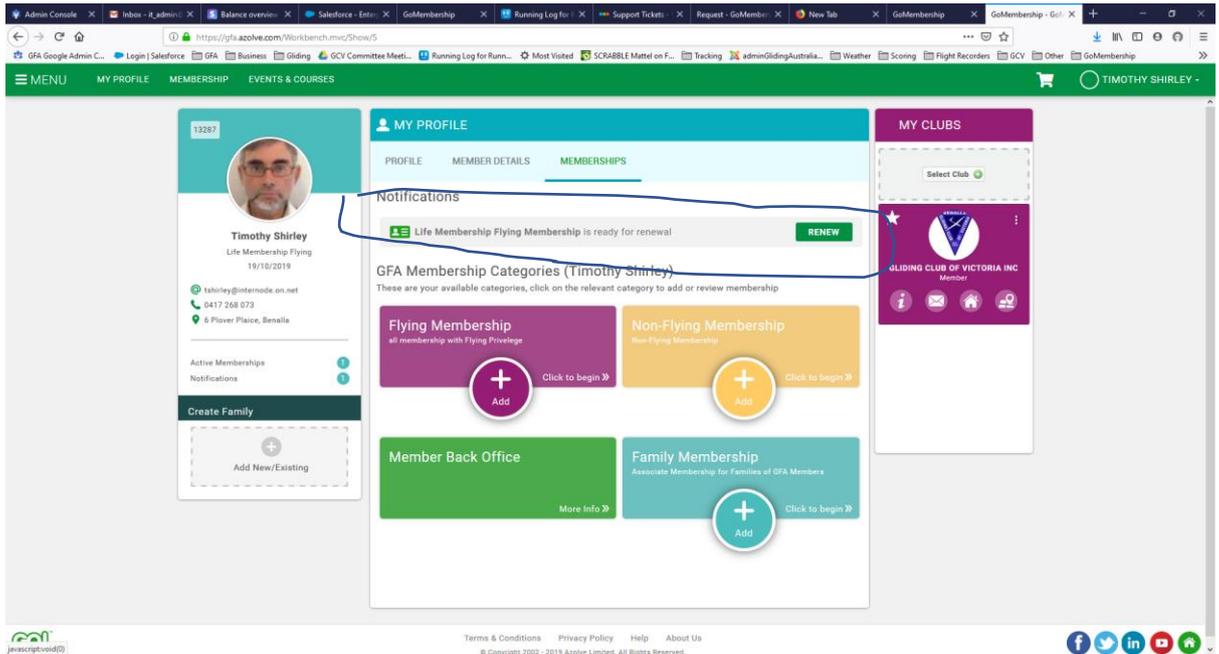
3. Click the link, or copy/paste into your web browser, and you will then see:



4. Enter and confirm your password. You will then be asked if you wish to Log in. If you click Yes, you will first see a page of terms and conditions for use of the system. This will happen only once, and after that when you log in you will see your member profile:

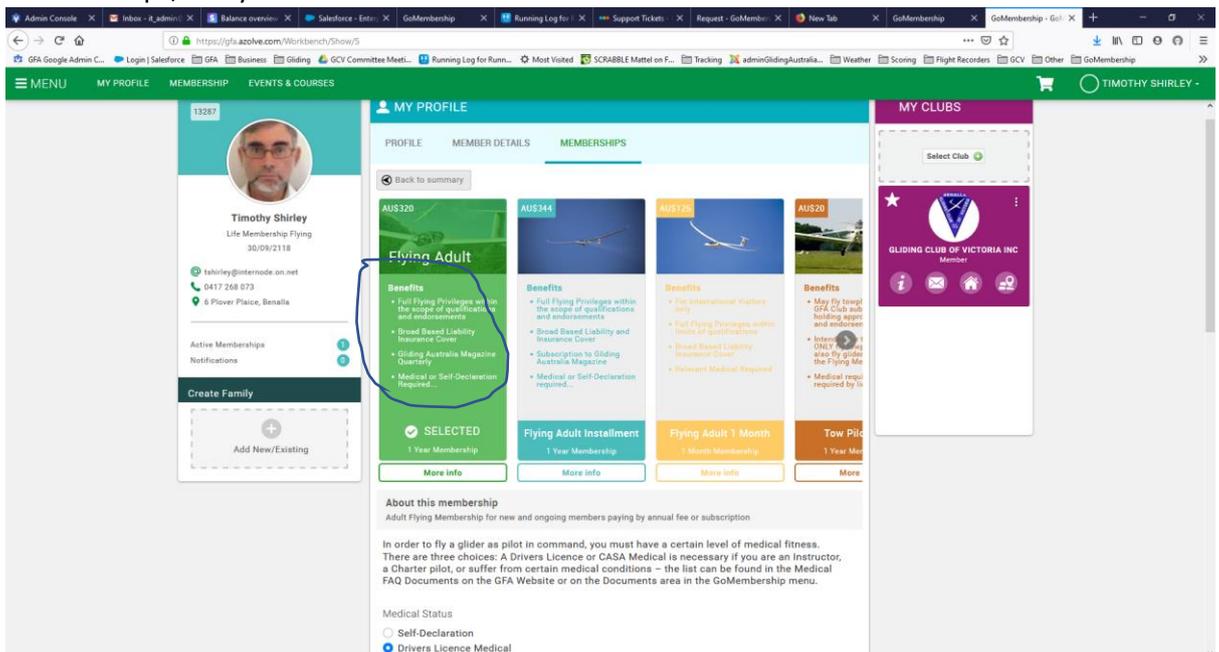


5. In order to renew your membership, take the “Membership” option, and you will see:

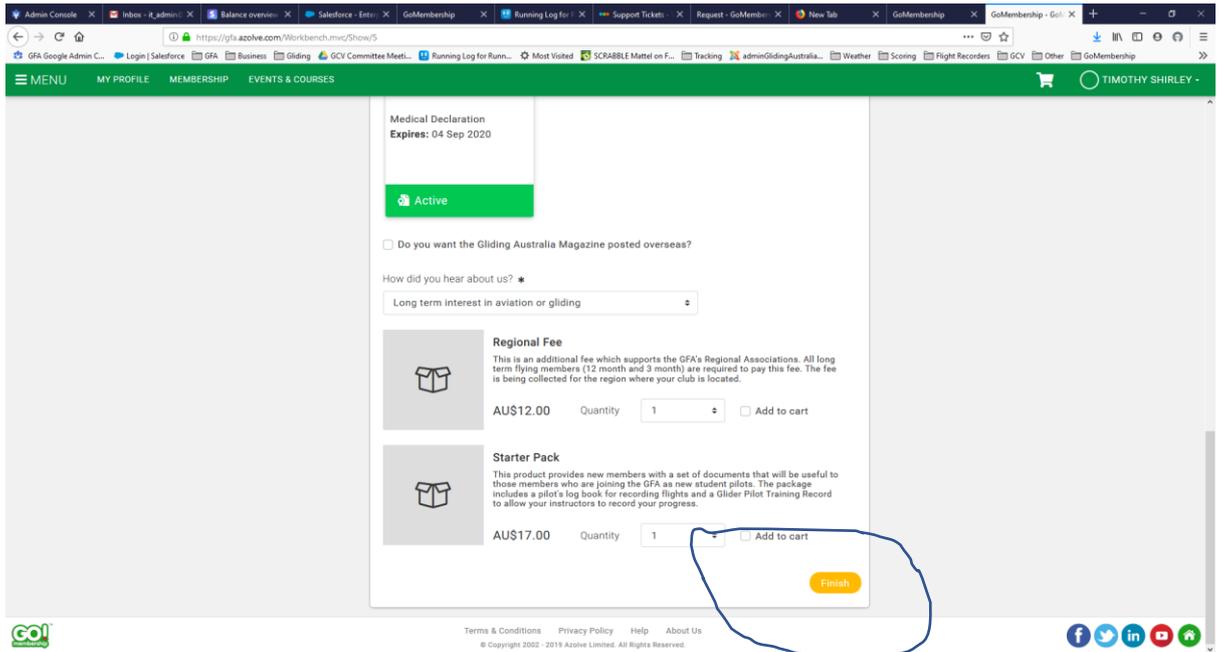


If your membership is due for renewal there will be a Notification banner

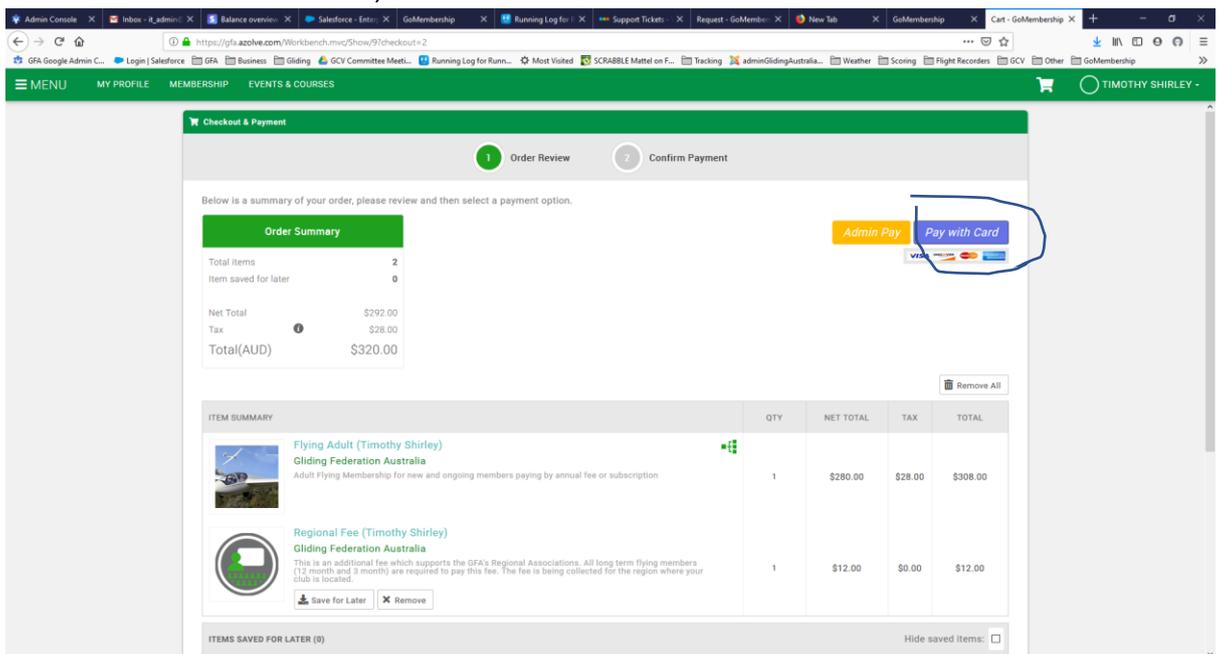
6. Click the button corresponding to your membership category, for example “Flying Membership”, and you will see this:



Select the one you want by clicking the one you want, fill in the form below and click Finish



7. You will then see the Checkout, which will look like this:



8. At this point you can pay and your membership renewal is complete.