



Shaping Tomorrow's
Built Environment Today

RENEWING ASHRAE ONLINE – QUICK INSTRUCTIONS

1. **Login** at www.ashrae.org.
2. Under Membership & Conferences, click **Renew My Membership**
3. Click **Pay Dues Online/Renew Membership**
4. Review and update contact information. Click **Next**.
5. Review and update technical and industry information. Click **Next**.
6. Select your membership package – ensure you select chapter dues if you participate in your chapter and Society collects chapter dues for your chapter. Click **Next**.
7. If you wish to make a research contribution, you may do so. Click **Next**.
8. You may also purchase ASHRAE bestsellers. Click **Next**.
9. Ensure your shopping cart has the items in it you requested. If yes, **Check Out**.
10. Reconfirm your contact information. Click **Continue**.
11. Enter payment information. Click **Finish**.
12. You will receive a confirmation from orders@ashrae.org, and you can also **Print Receipt** on the final page.
13. If you have any trouble, contact membership@ashrae.org or 800-5-ASHRAE.