



How to renew your 2025 Membership

Overview

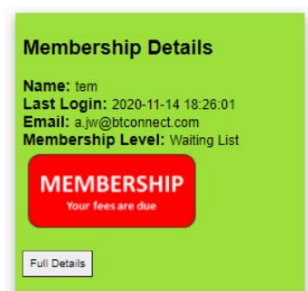
For 2025 the renewal process is managed by the [Website](#), members do not need to log in to Salesforce to renew their membership.

To Start

Once renewal is open, and when you log in to the website, navigate to the Dashboard Home page (the default landing page), you will notice on the right-hand side of the screen (or if on a mobile device lower down the screen) a red button as in the image to the right.

Clicking on the button will take you to the renewal page as below.

Note: you will be asked confirm you have read a covering communication.



Towards the bottom of the renewal page, you will see the “Renewal Dashboard” as below. **NOTE:** *Your dashboard may have different Quizzes listed depending on your role within the charity.*



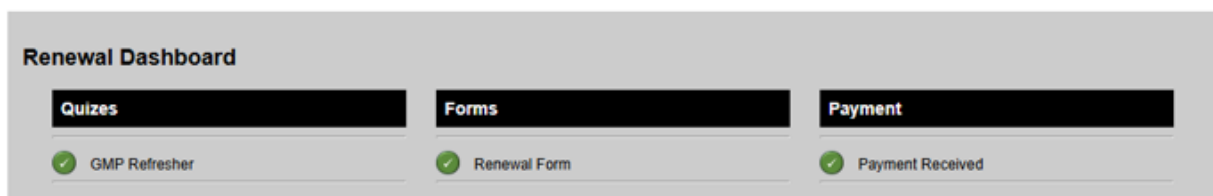
Circular Icon Key

Yellow Icons : items you need to action

Grey Icons : Items not yet available to you to action that will become available during the process

Red Icons : Any failures or issues that require manual intervention by Training or IT

Once you have completed the renewal process your dashboard section should look like this.



If you have renewed your membership using the BACS option, then the bank details will be displayed until the membership secretary has validated the payment has been received. Once validated this will be acknowledged in the portal as above

If you have any difficulties, please email a description to it@serv-obn.org.uk