Renewing your Membership

On the RMBS website, select the **Membership** tab, then the **Renew** option.

Your **Id** is the email address that you used when you joined RMBS
Your password is rmbs plus the house number of your address on file

For example: My Id and initial password would be…
Id: diane@divabeadwork.com
Password: rmbs3417

1. After logging in you will see all of your information that we have on file.

2. Below your email address is a button to change your password. Click on **Change** and type in your new password.

    Password:
    Change

3. Scroll to the bottom of the page to **Save** your new password.

    ✔ Save & Continue

4. Your billing information should be displayed. You have the option to use a credit card to pay for one year or to have your membership automatically renewed each year on the credit card. The other option is to mail a check to the address listed.

    Note: If you mail a check, please note that mail is picked up from the Post Office once/week, then the system will be updated. This can take 5-10 days to complete.

5. Be sure to click on the **Save** button if you entered any information.

6. The next screen will display your current privacy settings and any links you have to social media (optional).

7. The Member Directory is **password protected**. Only active members can access the directory.

8. Privacy options include:

    - List your name in the member directory
    - List your address in the member directory
    - List your phone number in the member directory
    - Allow members to email you using the email address in the directory.
    - Click on the **Save** button to save any changes.

9. After saving, select one of the two options listed in a black box:

    - Go to the homepage of our website
    - Continue editing your profile

If you have any problems or feedback, please contact me at webmaster@rockybeads.org