OVERVIEW
This document is a guideline on how to renew ZSO membership online

ZSO
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Steps on How to Renew ZSO Membership Online

1. Go to [www.zso.org](http://www.zso.org)
2. Click on Log In

Enter your email address and your password

3. Click on the renewal message at the bottom right corner
4. This page will show your details. Click on Renew button to renew your membership

5. Verify your information and details are correct. Make any changes as needed and click on ‘Update and Next’
6. Click on the Orange button ‘PayPal Checkout’

7. Click on ‘Pay with Credit or Visa Debit’
8. Enter your Credit Card details and Click on ‘No Thanks’  
   *(This way you’re not subscribing to PayPal or opening and account with them)*

9. Once your payment is processed, the page will refresh back to ZSO website with an invoice number.
Steps on How to Cancel Auto Renewals/Reoccurring Payments:

- Once you’ve paid your membership following the steps above, a page will refresh reflecting your invoice.
- Click on your name in the top right corner of the page

Avoid missing renewing your membership, and continue with recurring payments.