

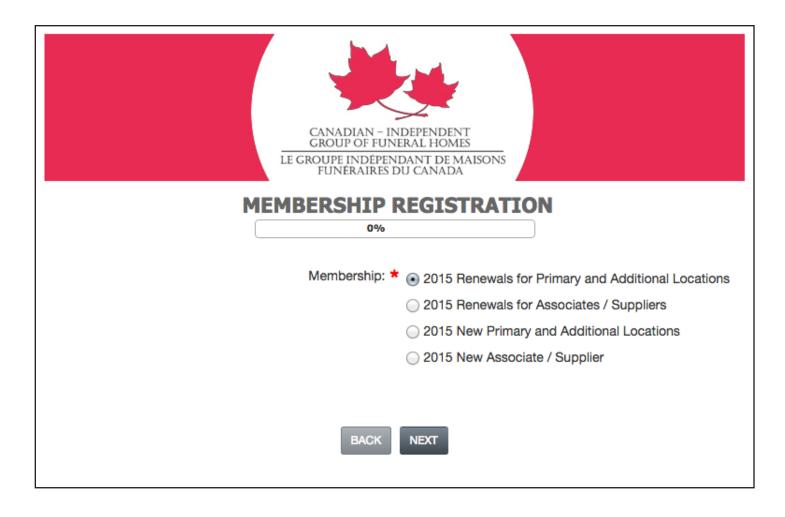
Memberships: User Guide to New Online System

Renewals for Primary and Additional Locations

Step 1

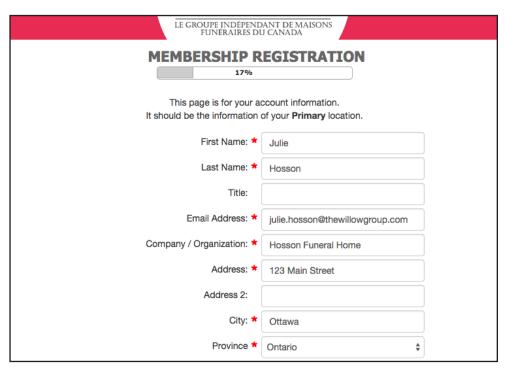
Go to: https://willow.reg-system.com/CIGFH

Click on the first option "Renewals for Primary and Additional Locations"



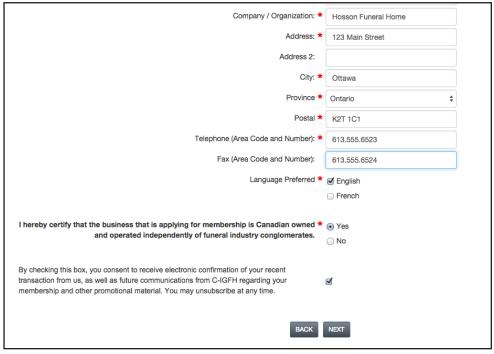


Step 3
Fill in all required information.



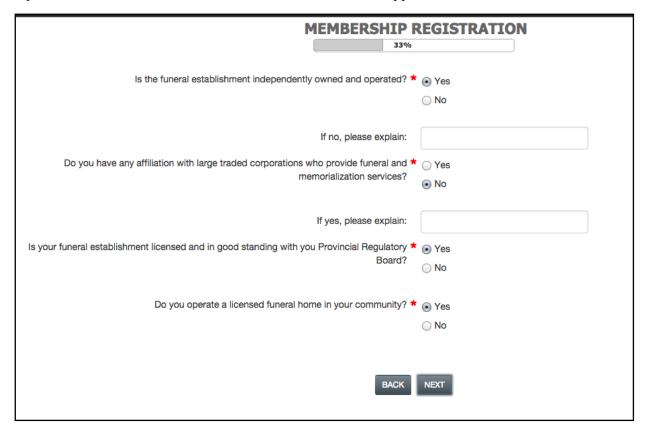
Be sure to read the statements carefully as you make your selections.

Step 4 Click Next





Step 5
Read all questions in detail and be sure to fill in the blanks where applicable.



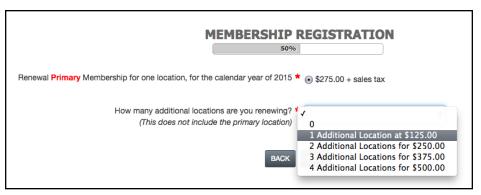
Step 6

Click Next

Step 7

If you are only renewing your main location,

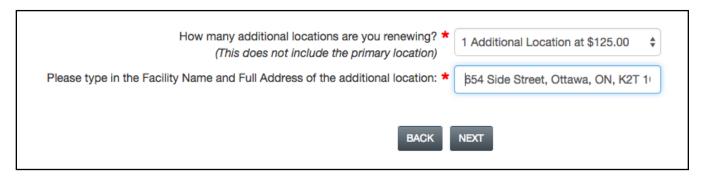
Click the first radio button and Select 0 from the drop down menu, then Click Next





Step 8

If you have one or more locations to renew on top of your primary location, be sure to select the correct number of additional locations from the drop down menu and type in the full address in the text box that will appear.



Step 9

Once completed, a confirmation screen will appear, be sure to double check all details before clicking next.

Step 10

Select your payment method and follow the steps to complete your membership renewal.

You will receive an email confirmation of your renewal for your records.