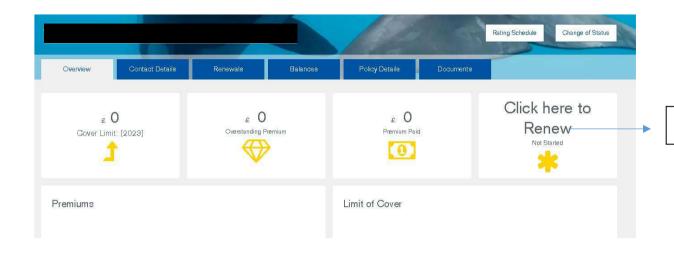
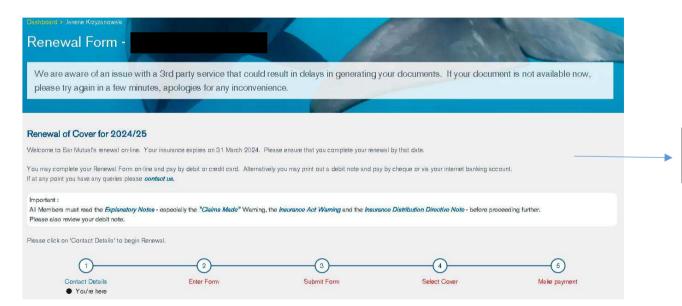
This is the dashboard for members, when they log in:

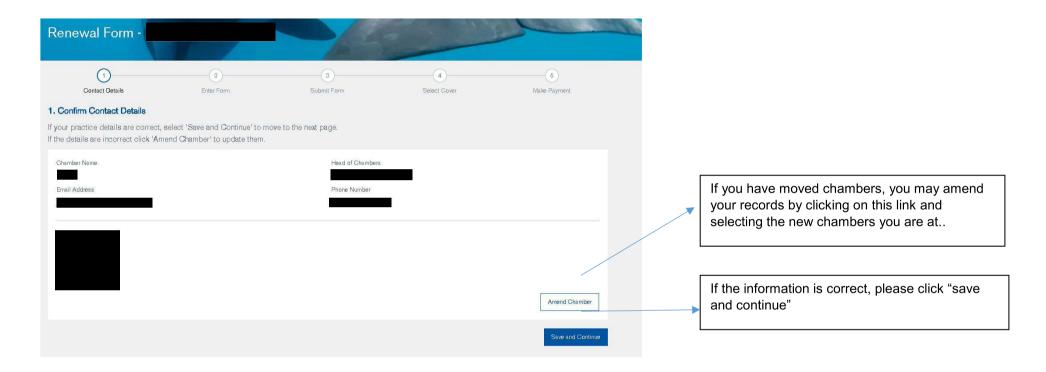


Member should click here to renew for 2024/25

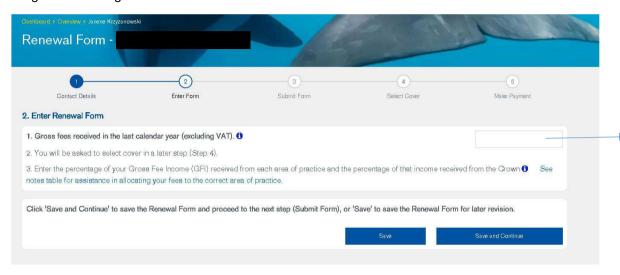


This is the renewal page – it is a staged process for renewal

# Stage 1 – Confirming your Details



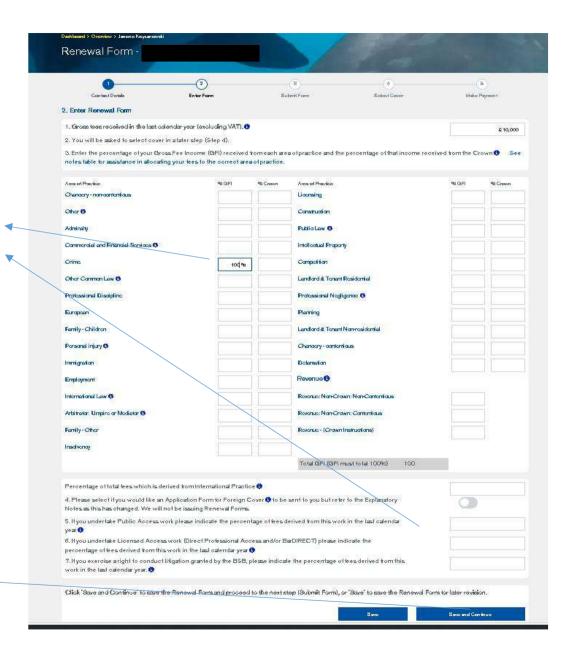
## Stage 2 – Entering the Renewal Form



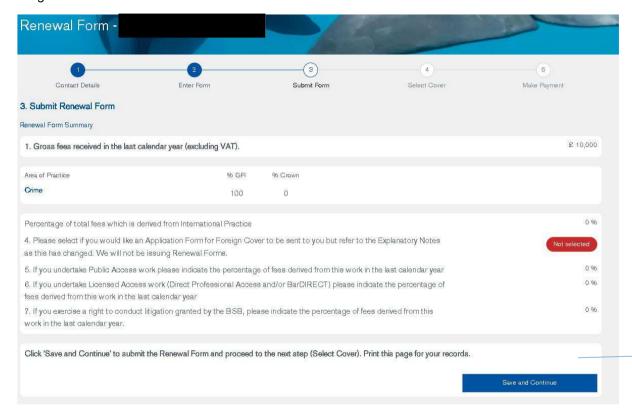
Gross fee income should be inserted here, in whole pounds

Enter the %'s for the areas of practice under the GFI column and other details of work that you have undertaken

Once the information has been entered select Save and Continue

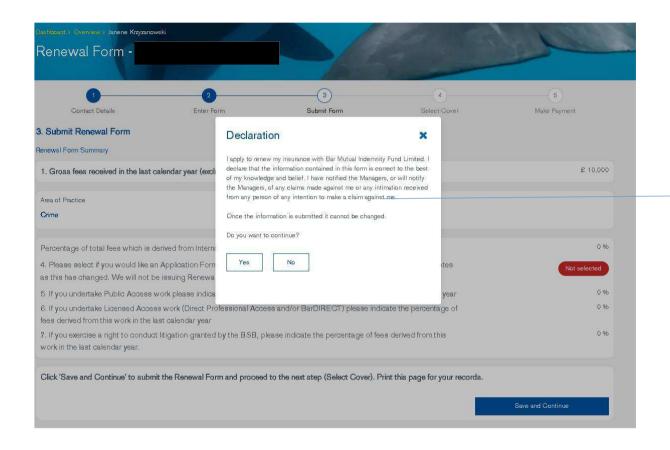


### Stage 3 – Submit the Renewal Form



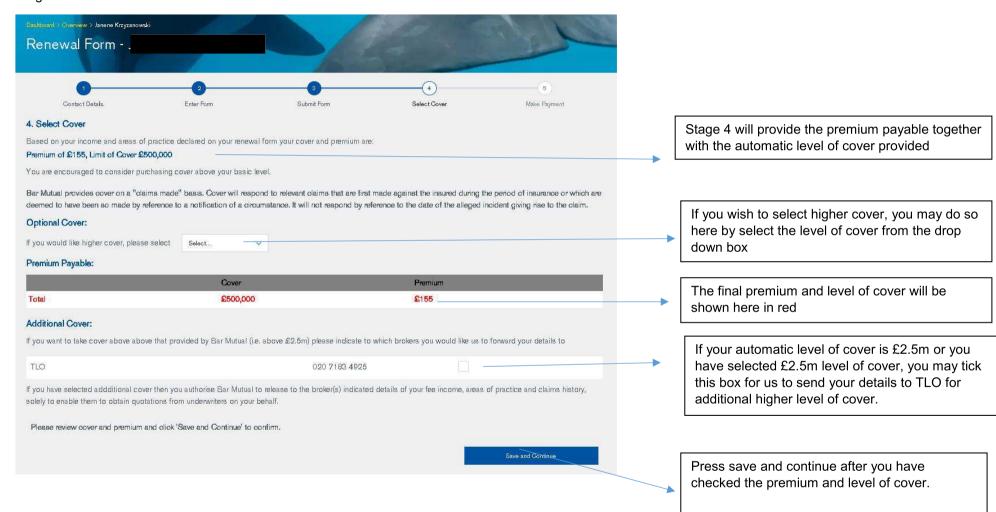
This will provide a summary page of the information that has been submitted.

### Stage 3 – Sign the declaration of renewal

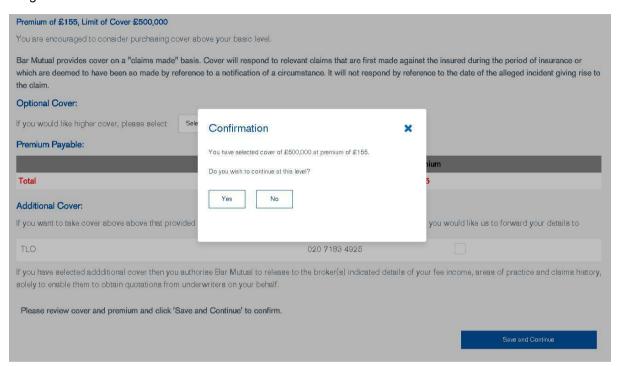


Once they click on save and continue, your member will complete the declaration online by clicking yes.

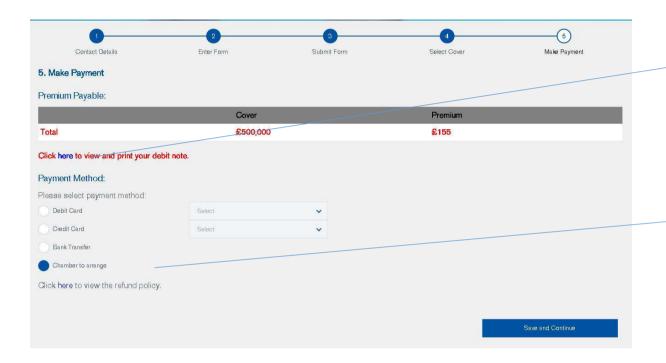
#### Stage 4 – Select the level of cover



### Stage 4- Confirm the details of cover



## Stage 5 – Payment page



You may download your debit note here if you wish, otherwise it will show on your documents tab

Select method of payment. If card is selected, it will take you to the worldpay site to continue payment by card, then once completed please click on "Return to Bar Mutual"

Select bank transfer or Chambers to arrange payment and click save and continue

## Renewal Complete

Once the payment method has been selected, you will be taken back to your home page where you will be able to see your renewal for this year, obtain your documents and see your declarations by ticking on the relevant tabs.

If you have selected to pay by Bank transfer or Chambers to Pay – you will see the following screen until payment has been received for 2024



If you have paid by card and it has been approved, then you will see the following screen on your dashboard- - the new policy details, premium paid and that you have renewed:

