

## Phase two: card renewal steps

### In case of renewal and changing the facility

- 1- Sign in to your account on the CDWS portal through the following link:  
<http://members.cdws.travel/>
- 2- Enter the registered email and password for your account
- 3- Choose services from the list on the left panel then choose card request to request a new card
- 4- Click the renewal box + change work location box, following work location option will appear to choose the city where your facility is located and choose the member's name from the drop-down menu then click submit  
[Example 1](#)
- 5- A message will appear that your card request submitted successfully to your technical manager and will notify you once approved  
[Example 2](#)
- 6- For the technical manager to approve the requests, he must sign in to his/her account and choose the name of the facility from the list on the left panel, then choose services, then Pro Requests to confirm or reject the requests.  
[Example 3](#)
- 7- The membership department will contact the technical manager or the legal representative of the facility to schedule an appointment to pay the fees and hand out all the cards that belong to the facility

Note: all the employees and staff members whether pros or others, should address the facility's legal representative in case of any inquiry or difficulty in the previous steps without approaching the CDWS for any individual services



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