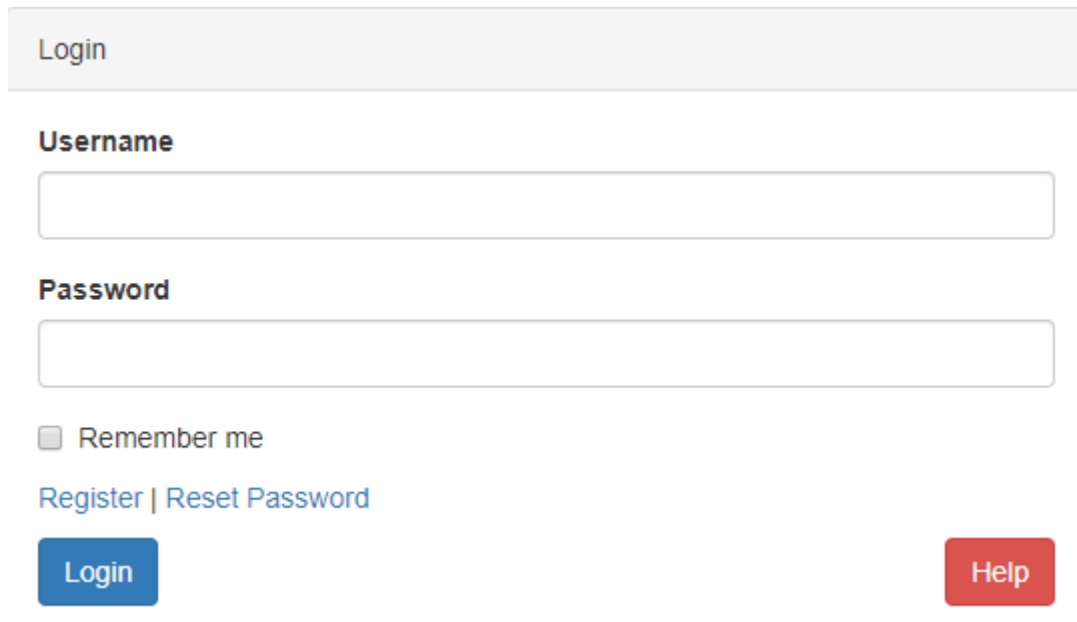


## CAV Renewal Instructions

If you are renewing your CAV status online for the second time or the first time after applying online, please follow the instructions below to complete your renewal. Please remember that CAV Renewals will only be accepted as early as 90 day prior to your expiration date.

- ∇ Login to your CAV online account on the **CAV Manager** ([cav.idint.org](http://cav.idint.org)).
  - If you have forgotten your username, please email the **Supreme Office** at [sgc@iojd.org](mailto:sgc@iojd.org)



Login

**Username**

**Password**

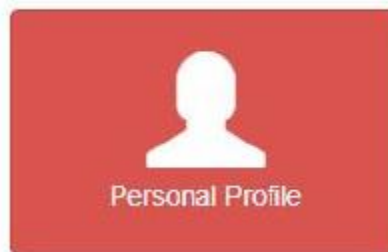
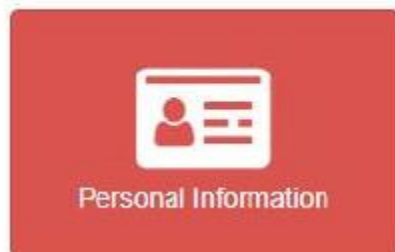
Remember me

[Register](#) | [Reset Password](#)

Login Help

- ∇ After logging in, you will be taken to your Dashboard. On this screen you will see your **Personal Data** boxes highlighted in red while the other boxes will be in green.

### Personal Data



- ▽ Click on the **Personal Information** box to update your information.
- ▽ To update the information, click **Edit**



### Personal Data

Spouse Name

Marital Status

Adult Previously

### Description

Back to Dashboard

- ▽ Once you have updated the information, click **Submit**

Marriage Status  Married  Unmarried

Spouse Name

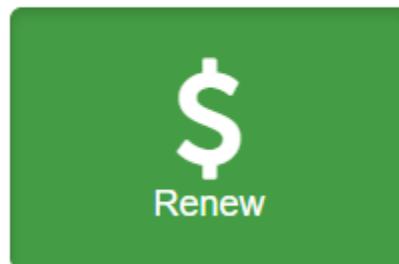
Have you ever worked as an Adult with any other Youth Group?  Yes  No

If yes, please list and describe.

Submit

- ▽ After clicking **Submit**, you will be taken back to the **Personal Data** page. Click **Back to Dashboard** to return to the main page.
- ▽ Repeat the same process with the **Personal Profile** page.
- ▽ Once your information has been updated, the **Renewal** button at the bottom of the **Dashboard** page will allow you to click on it.

## Renew



- ∇ A **Renewal Form** box will pop up. Confirm that your information is up-to-date before entering your name in the box **Name of person(s) renewing**.
- ∇ Click **Add to Cart** to submit your payment.

## Renewal Form

---

Confirm that your information is up-to-date before you pay.

If your name or email has changed, click here:

[Change Name](#)

If your address has changed, click here:

[Update Profile](#)

Country

United States/Canada \$22.00 USD ▼

Name of person(s) renewing:



[Add to Cart](#)

- ∇ Once you have submitted your payment, your **CAV Renewal** is complete! The Supreme Office will process your renewal and an approval email with an electronic copy of your CAV card will be sent to you.

**\*\*Important note for CAVs in Pennsylvania and Washington.** Please submit your DMV/Driving Record Release forms via email to the **Supreme Office** ([sgc@iojd.org](mailto:sgc@iojd.org)). The forms can be found at [jobsdaughtersinternational.org](http://jobsdaughtersinternational.org) under **Youth Protection – CAV Forms**

**\*\*Queensland CAVs –** please submit a copy of your blue card

<p style="text-align: center;"><b>Job's Daughters International</b> <b>Supreme Guardian Council</b></p> <p style="text-align: center;">Your Name Here</p> <p style="text-align: center;">Is a Certified Adult Volunteer</p> <p style="text-align: center;">CAV #          Expires</p> <p style="text-align: center;">Renewals are due 30 days Prior to expiration</p>
---