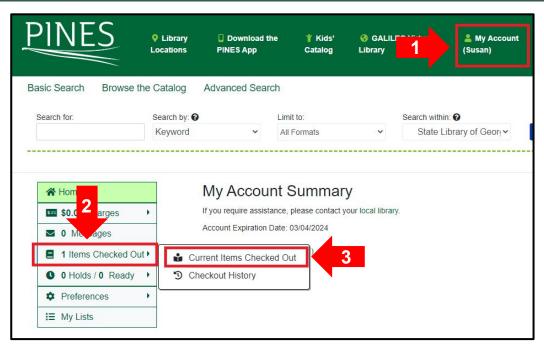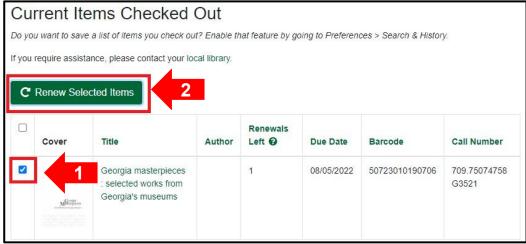# How to
RENEW ITEMS IN YOUR PINES ACCOUNT

To renew items you have checked out, log in to your account at gapines.org and click:

1. **My Account**
2. **Items Checked Out**
3. **Current Items Checked Out**

Next, click:

1. **The checkbox next to the item(s) you want to renew**
2. **Renew Selected Items**

An alert will pop up asking if you are sure you want to renew.

Click OK.

A note will appear on the screen to confirm your item(s) have been successfully renewed.

PINES

www.gapines.org