Welcome to Join Now - NEA-New Hampshire’s online process for enrolling new members.
Join Now is easy, user-friendly, and requires no paper enrollment form. The new member will be automatically enrolled into our membership system and a copy of the new member’s enrollment information will be forwarded to the local. Eventually we would love to see all new members join through Join Now, but your local can continue to use paper forms if you choose – we won’t be taking that option away. Join Now is just another tool to help you in your membership recruitment efforts.

There are 2 easy options for accessing Join Now. The first option is to use the direct Join Now link.
The other option is to go through our website. Click on the membership tab at the top and then click “Join Now!” or scroll down the home page to the Join Now section.

Either choice will take you to the Join Now landing page.
On the Join Now landing page, the new member will find information about the value of membership. When they are ready to join, there are numerous spots on the page to click “Join Now” and be brought into the Join Now application.
To begin the application, start by selecting the state. Find New Hampshire by scrolling through the list or just start typing and it will automatically populate.
The new member will fill in their contact information. The application asks for the same information as on the traditional paper membership form. All fields are necessary unless stated optional. Trying to proceed to the next screen without a required field will result in a prompt to fill in the missing information. There is also a box to check to opt-in to receive Text Messages. When everything looks good, click Continue.
The new member will be prompted to verify their address and/or House or Building Number.
The new member first selects their Membership Category. Clicking on each category will give you a brief description. Only Certified and ESP Membership Categories can be processed completely through Join Now. Clicking pre-retired, retired or aspiring educator will take the new member to a different webpage where they can find more information about joining for those membership categories.

For this first example, the new member selects Certified and will then select their preferred Membership Year. Choices will vary depending on time of year. Click Continue.
After choosing the Membership Category and Membership Year, the new member will fill out their Workplace Information. As with the contact information, this is the same information that we ask for on the traditional paper membership form - with one exception. The new member must provide their employer information. Choosing the correct employer will help the system determine the correct local for the new member.

To select the Employer, choose from the dropdown or just start typing. After selecting the Employer, the Work Locations available to that Employer are shown in the next dropdown box.
The new member will then select their Position by choosing their position category and primary position. For example, this new member could be a classroom teacher and would select classroom teacher as the position category and classroom teacher as the primary position.
WHERE DO I FIND MY POSITION?

<table>
<thead>
<tr>
<th>If My Position Is This:</th>
<th>Choose This Position Category:</th>
<th>Choose This Primary Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse (Cert/ESP)</td>
<td>Health Student Services</td>
<td>Registered Nurse, LPN, Medical Tech, or Nurse Asst</td>
</tr>
<tr>
<td>Librarian (Cert/ESP)</td>
<td>Academic Prof (Tching/Rsch)</td>
<td>Librarian/Media Specialist</td>
</tr>
<tr>
<td>Bus Driver (ESP)</td>
<td>Trans/Dlvry/Truck Mechanics</td>
<td>Bus/Truck/Van Driver</td>
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<tr>
<td>Literacy Coach (Cert)</td>
<td>Reading Specialist</td>
<td>Literacy Coach</td>
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<tr>
<td>Instructional Facilitator (Cert/ESP)</td>
<td>Classroom Teacher</td>
<td>Instructional Facilitator</td>
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<td>Instructional Specialist (Cert/ESP)</td>
<td>Classroom Teacher</td>
<td>Instructional Specialist</td>
</tr>
<tr>
<td>Behavioral Specialist (Cert/ESP)</td>
<td>Health Student Services</td>
<td>Behavioral Specialist</td>
</tr>
<tr>
<td>Behavior Specialist (ESP)</td>
<td>Behavior Specialist</td>
<td>Behavior Specialist</td>
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The position category and primary position dropdowns are global throughout the NEA Join Now system and are not something NEA-NH can easily customize. This creates a few positions that can be a little tricky to find. Here’s a helpful chart of the most common “hidden” positions.
After choosing Position, they must select their Hours Worked and their Step. Step refers to 1\textsuperscript{st} or 2\textsuperscript{nd} step of your salary schedule. This should be straight forward for almost all certified positions.
The Hire Date and Referred By fields are not required but are useful information that we encourage new members to give. If a new member lists someone in the referred by field, the UniServ Assistant will share that information with the local leader.
When all required fields have been completed, choose “Continue” to move to the next screen.
The new member is now presented with an overview of their membership type, enrollment date, local affiliation and dues. After reviewing, check the disclaimer boxes and hit “Continue.”
ACTIVE PROFESSIONAL 100% EARLY ENROLLMENT

Here’s a closer look at a Certified Membership at the full time, step 3 and above level with Early Enrollment.

ESPs have a few extra choices in the hours worked section, so let’s back up and take a look.
Always use the “BACK” or “CONTINUE” navigation buttons at the bottom of each screen. Using the browser’s back or forward arrows will exit the Join Now process. If this happens, the application will need to be started from the beginning.

From the Membership Category screen, this time, the new member will select the ESP Membership Category, the Early Enrollment Membership Year, and then hit “Continue.”
Once again, the new member will need to complete the workplace information by choosing their Employer, Work Location, Position information, Step, and Hours Worked.
Here’s a closer look at the Hours Worked and Step sections. Just like with the paper membership form, new ESP members may need guidance from their local leader to figure out the correct response for their situation. For example, most ESPs that work full time throughout the school year will qualify as Three Quarters Time – not Full Time. If a local leader is sending new members to Join Now, it would be a good idea to tell them what category and step they should choose. *(First Step = First Step/Starting Base Wage; Second Step = Second Step/Second Year Negotiated Wage.)*
Again, the new member is presented with an overview of their membership type, enrollment date, local affiliation and dues.
Here’s a closer look at an ESP Membership at the three-quarters time, step 3 and above level with Early Enrollment.
The disclaimers contain very similar language to the paper membership form: YES, I want to join; YES, I agree to pay dues and YES, I understand this is voluntary.

An important note about local dues – Join Now does not account for local dues unless a local is set up in our system for us to collect their local dues through EasyPay. The new member is told in this section that they will be responsible for local dues and someone from their local will contact them. (NOTE THE HIGHLIGHTED SECTION ON THIS SCREEN) From here, the new member would check the disclaimer boxes and hit “Continue.”
As with the paper membership form, the new member has the option to support elected officials who support public education. These are VOLUNTARY CONTRIBUTIONS. A contribution to the NEA Fund and NEA-NH’s Apple Corps fund, helps advance policies impacting our students, our members, and public education. The new member can fill in an amount of their choice and check the boxes before hitting CONTINUE or they can click CONTINUE to skip this page.
The new member is now given a choice of several Payment Methods. Select a payment method and hit CONTINUE to be given additional information pertaining to that payment method choice.
The CHECK Payment Method is for 1 payment in full. The system directs the new member to send the check to NEA-NH. This is not something that we could change. We ask local leaders to try to collect the check payable to the local if the new member has not already mailed it to NEA-NH.
The EFT – Electronic Funds Transfer Payment Method gives the new member the choice of paying in one single payment annually from their bank account or they can spread the payments out over time.
If spreading out payments, the new member can click VIEW SCHEDULE to see the deduction schedule. **If the local is set up for EasyPay, there will be a specific deduction schedule over the course of the school year; if they are not set up for EasyPay, their deductions will be spread out over 12 months.**
The new member would then enter their banking information and select either CHECKING or SAVINGS.
EFT PAYMENT METHOD: AUTHORIZE DEDUCTIONS

AUTHORIZATION

☐ I authorize the NEA NEW HAMPSHIRE to debit my checking/savings account provided for annual membership dues, fees and assessments, and any voluntary fund contributions according to the above payment schedule.  I understand that if the annual dues, fees or assessment amount changes, I will be notified at least ten (10) days in advance of any change to the payment schedule above. Following notice of a change, I authorize NEA NEW HAMPSHIRE to modify the payment schedule above by changing the amounts charged to reflect the new amount as allocated according to that schedule. I understand that the total amount of my annual fund contributions listed above, if any, shall not change from year to year unless I notify NEA NEW HAMPSHIRE of a change to future annual contribution amounts online at https://www.nea360.org/SignIn or in writing sent to NEA NEW HAMPSHIRE, 9 S SPRING ST, CONCORD, NH 03301-0245. Upon receipt of this notice, I authorize NEA NEW HAMPSHIRE to modify the payment schedule above by changing the amounts charged to reflect the new amount as allocated according to that schedule. I understand that this authorization for the payment of membership dues, fees and assessments and any voluntary fund contributions, continues year to year and shall remain in effect until the earlier of: 1) my written notice of cancellation according to the procedure below, or 2) the termination of my eligibility to maintain membership in the membership category selected. I understand that the rejection of any electronic funds transaction shall not constitute the termination of my membership. If a scheduled payment fails to process on the due date, I understand that the state association will attempt to resubmit the transaction in accordance with standard industry practices and as permitted by law. I understand that to terminate this authorization, I must do so online at https://www.nea360.org/SignIn, or in writing, addressed to National Education Association, Business Systems Support Suite 419, 1201 15th St. NW Washington, DC, 20036, or to NEA NEW HAMPSHIRE, NEA NEW HAMPSHIRE, 9 S SPRING ST, CONCORD, NH 03301-0245. Written notice of termination must include the following information: 1) full name, 2) home address, 3) employer, 4) state association, 5) local association and 6) membership number. I understand that termination of this authorization will take effect 7 business days after the date notice of termination is received. I further understand that termination of this authorization does not relieve me of my membership dues obligation and that I will need to contact NEA NEW HAMPSHIRE with an alternative method of payment.

☐ I understand that checking this box constitutes a legal digital signature confirming my understanding and agreement to the above.

Check the disclaimer boxes to authorize the deductions from the bank account and hit CONTINUE. There are similar disclaimers for all payment methods.
The CREDIT CARD Payment Method is similar to EFT except there is only the option of one lump payment on October 1st. The new member would enter their card information here but the card will not be charged until October.
Finally, we have the PAYROLL DEDUCTION Payment Method.
The disclaimers here are authorizing the school district to make the deductions. We know that there are employers that require a separate authorization form for payroll deduction so we asked NEA to add the highlighted statement to make the new member aware that further documentation might be needed. Check both boxes and hit CONTINUE.
This brings us to the Membership Review page. We are almost finished! All the information that has been entered and all disclaimers that have been accepted on the previous pages are put together here.
If everything looks correct, the new member will hit the green SUBMIT YOUR APPLICATION button or use the BACK button to make any needed corrections. They will have the opportunity to print a copy of their membership details and disclaimers at the next screen.
After the new member hits SUBMIT, they will receive a “CONGRATULATIONS” message! They can print this page for their records, as it has all their membership information, including their member ID number and the disclaimers they agreed to.
If the new member doesn’t see this “CONGRATULATIONS” page, they missed a step, and the membership is not complete. Within a few minutes (usually 10 to 15) of getting to the CONGRATULATIONS page, the new member will receive a confirmation email. If the new member does not receive this email, it is possible that they missed the “SUBMIT YOUR APPLICATION” button. Please let your UniServ Assistant know so she can research the issue. The new member is also given the opportunity to REGISTER OR LOGIN TO MANAGE THEIR NEA PROFILE by clicking the blue button. This is not required.
The confirmation email they receive will look similar to this. It will have a short welcome and then a recap of all the information that was on the congratulations page, including the member ID number and disclaimers. Your UniServ Assistant also gets a copy and will forward to the local this same confirmation email. This is probably the biggest change from the local leader perspective. NEA-NH will send the enrollment information to THE LOCAL, rather than THE LOCAL sending the membership form to NEA-NH. The local will treat this confirmation email just as they would any other hard copy of a membership form and distribute as needed (i.e. Payroll office, copy for the local to keep). The new member will
NOT need a copy because they receive the email when they join. However, we suggest reaching out to your new member to personally welcome them and to let them know the amount of your local dues and your process for collecting it. You should also introduce the new member to your local’s officers and building reps.
HOW TO CONTACT YOUR UNISERV ASSISTANT

Tara Couture – Capital and Monadnock Regions
tcouture@nhnea.org
Direct: (603) 715-9502

Liz Schneible – Eastern and Seacoast Regions
eschneible@nhnea.org
Direct: (603) 715-9505

Ally Snyder - Lakes Region
asnyder@nhnea.org
Direct: (603) 715-9316

Kris Fessenden - North Country and Western Regions
kfessenden@nhnea.org
Direct: (603) 715-9309

Karen Heavener - South Central Region
kheavener@nhnea.org
Direct: (603) 715-9311

Rene Brooks - Southern Region
rbrooks@nhnea.org
(603) 224-7751 ext. 327

Thank you for using Join Now. If you have further questions, please contact the NEA-New Hampshire UniServ Assistant for your region.
THANK YOU!

KAREN HEAVENER
LIZ SCHNEIBLE
NEA-NEW HAMPSHIRE