



JOIN NOW - LOCAL LEADER INFO AND TIPS

- 1) What is Join Now? Join Now is a new process for enrolling members. New members can join using any device with an internet connection (cell phone, tablet, laptop). Join Now is easy, user-friendly, and no paper enrollment form is required. The new member will be automatically enrolled into our membership system. A copy of the new member’s enrollment information will be forwarded to the local.
- 2) New members can access Join Now using this direct link: <https://join.nea.org/new-hampshire/> or by visiting the NEA-NH website at <https://neanh.org> and clicking Join Now from the membership tab.
- 3) If someone contacts you because they are having issues getting Join Now to work, suggest that they try a different device or browser. NEA has designed the program to work with some of the most common phones and other devices but not all are compatible. NEA is continuously working to improve the user experience.
- 4) If your new member contacts you because they are having trouble figuring out where to find their position, some of the most common issues are listed on the chart below. For additional help, contact your UniServ Assistant.

If My Position Is This:	Choose This Position Category:	Choose This Primary Position:
Nurse (Cert/ESP)	Health Student Services	Registered Nurse, LPN, Medical Tech, or Nurse Asst
Librarian (Cert/ESP)	Academic Prof (Tching/Rsch)	Librarian/Media Specialist
Bus Driver (ESP)	Trans/Dlvry/Vhcl Mechanics	Bus/Truck/Van Driver
Literacy Coach (Cert)	Reading Specialist	Literacy Coach
Instructional Facilitator (Cert/ESP)	Classroom Teacher	Instructional Facilitator
Instructional Specialist (Cert/ESP)	Classroom Teacher	Instructional Specialist
Behavioral Specialist (Cert/ESP)	Health Student Services	Behavioral Specialist
Behavior Specialist (ESP)	Behavior Specialist	Behavior Specialist

- 5) Just as with the paper form, the new member may need some help figuring out the correct selection for their hours worked and step placement on the salary or wage scale. First Step = First Step/Starting Base Wage; Second Step = Second Step/Second Year Negotiated Wage. If you know your new members are headed to Join Now, it would be a good idea to tell them what category and step they should choose. The screen shots below are what the new member will see.

QUESTION: How do I figure out the correct selection for my hours worked?

ANSWER: Our chart refers to your individual contracted hours for the year. Most full-time, **school-year** ESPs are in the ESP 75% category.

PROFESSIONAL:

Hours Worked

Please Make a Selection

- Please Make a Selection
- Full Time
- Half Time
- Quarter Time

ESP:

Hours Worked

Please Make a Selection

- Please Make a Selection
- Full Time (>1700 hours)
- Three Quarters Time (751 to 1700 hours)
- Half Time (401-750 hours)
- Quarter Time (400 and less hours)

QUESTION: What does Step 1 or Step 2 mean?

ANSWER: Step 1 = First Step or Starting Base Wage; Step 2 = Second Step or Second Year Negotiated Wage

Step

Please Make a Selection

- Please Make a Selection
- Step 1
- Step 2
- Step 3 and above

- 6) The new member will be given a choice of pay methods. If your local only allows specific pay methods (for example, only EFT), please notify your new member of the appropriate choice.
- 7) Remind your new member to complete all screens and finalize and submit their application from the membership review page to complete enrollment.
- 8) Once the new member has successfully completed the Join Now process, the new member receives a confirmation email containing their enrollment information. There will not be a traditional membership form.
- 9) Your UniServ Assistant will forward to you a copy of the confirmation email that your new member received. This is probably the biggest change from the local leader perspective. NEA-NH will send the enrollment information to YOUR LOCAL, rather than your local sending the form to NEA-NH.

- 10) The email you receive will have the following information about your new member:
 - a) Name
 - b) Member Id #
 - c) Member Email
 - d) Work Location
 - e) Membership Type Code
 - f) Local Name
 - g) Dues Amount
 - h) Payment Method

- 11) You will treat this confirmation email as you 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 won't need a copy because they receive the email confirmation when they join.

- 12) Please review the confirmation email for the following:
 - a) Check that the new member is in your bargaining unit. If not, please contact your UniServ assistant. Though unlikely, it is possible the new member may have joined the wrong local.
 - b) Check the membership type that was selected. For example, is the new member eligible for the 1st step or starting base wage membership type?
 - c) Check that the member was charged the correct dues. The system does not prorate dues for those returning from a leave of absence. It will only prorate for brand new members. Contact your UniServ Assistant if adjustments are needed.
 - d) Please note that the Join Now process does not take into consideration local dues unless we are already collecting your local dues through EasyPay. The new member is advised during the enrollment process that they will be contacted by the local regarding local dues. You will need to reach out to your new member regarding the amount due and instructions for payment.
 - e) Check the payment method.
 - i) If payroll deduction, does your SAU require a separate authorization form for payroll deduction? The new member has been advised that someone from the local will be reaching out to them to collect that documentation as needed.
 - ii) If credit card or bank draft (electronic funds transfer), payment will be made directly to NEA-NH, and your local will see this as a credit on your NEA-NH bill.
 - iii) If check, the new member is prompted in the Join Now process to mail the check to NEA-NH. When you speak to this member, **if they haven't already sent their check to NEA-NH, please let them know the check should be made payable to the local and given directly to your local treasurer.**
 - f) Subject info, ethnicity, and gender are not collected through Join Now. Members can add more information about themselves through the Ed Communities member portal. The member is given the opportunity to set up an account when finalizing their membership. To set up your own Ed Communities profile, click here: <https://www.mynea360.org>
 - g) New members are asked to list who referred them (it is NOT a required field). If they provide a name, your UniServ Assistant will share that with you.

- 13) We suggest that you reach out to your new member to welcome them and to make sure they are aware of your association's officers and building reps.

**If you have questions or need additional information,
contact your UniServ Assistant.**

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