NEW MEMBER Online Enrollment

Enroll new NYSUT members quickly and securely

Leaders now have a new menu item in their My NYSUT Accounts: **New Member Online Enrollment**. With just a couple points of information, you can quickly and securely get members to complete their union enrollment.

Leaders log into their My NYSUT account and access the **New Member Online Enrollment** section. Here, you will be able to send your new members invitations to complete their enrollment forms.



💄 ONE AT A TIME

Instantly send new members an invite to complete their membership enrollment. You only need their *name* and *email address*, but additional information can be entered.

If you have a new member's *mobile phone number*, you can also use this to send the enrollment invitation by text message <u>in addition to</u> email.

- OR -

equired New Member Infor First name	rmation + Last name		Personal Email
Address Street address		Address 2 Building #, PC	
Address Street address City	State	Address 2 Building #, PC	O Bos, etc. Zip
Address Street address City City	State New York	Address 2 Building #, PC	0 Ber. etc.
Address Street address City City Mobile phone	State New York Gender	Address 2 Building #, PO	O Box. etc.
Address Street address		Address 2 Building #, PC	

WHO WE ARE WHAT WE DO WHAT WE CARE ABOUT

My NYSUT

New Member Online Enrollment

Update Your Membership

Board of Directors

Member Exclusives

My Program Participation

Local Leaders

Edit Profile

My NYSUT:

1NISU

Welcome! This is your home for information

member. Additional resources are available t

My NYSUT

of the Board of Directors.

Representative Assembly 2020 streams live Thursday, May 14 at 5 p.m.

available exclusively behind the

Resources on the RA Leader page and

MyNYSUT login to local leaders and

Virtual RA 2020 -



BATCH UPLOAD

If you have a complete list of your potential members, you can enter them into our spreadsheet template and upload them all at once.

This will be useful if you are receiving potential member information in batches, such as from a sign-in sheet, or at an in-person event.

	A	В	C	D
1	FirstName	LastName	Email	Mobile
2	Nile	Preece	npreece@gmail.com	212-555-1212
3	Kelsie	Mann	Kmann111@hotmail.com	212-555-1213
4	Belle	Morin	BelleM@me.com	212-555-1214
5	Rhydian	Reader	RRR123@gmail.com	212-555-1215
6	Esmee	Brady	Esmee_Brady@gmail.com	212-555-1216
7	Asif	Mcgrath	Asif.Mcgrath@mac.com	212-555-1217
8	Akeel	Milne	Amilne@yahoo.com	212-555-1218
9	Mustafa	Houston	MustafaH@hello.com	212-555-1219
10	Kezia	Randall	Krandall@what.org	212-555-1220
1	Jamal	Medina	Jmedina@wordcloud.net	212-555-1221

When you submit contact information into the portal, the new member will receive an invitation email to complete their enrollment. This email _____ comes from NYSUT and Andy Pallotta.

If you have provided a member's mobile phone number and selected the *Send Text Message Invitation* option, they will receive an invitation by text message in addition to the email invite.

A new member can access the enrollment form from either the text message or the email.

NEXTGENERATION WYSU

Hello,

You have been invited to complete your NYSUT enrollment form.

This will only take you a couple minutes and is your first step to being the latest member of a labor movement with 50 years of history supporting educators and students in our state.

Complete Your Enrollment Now

Invitation from NYSUT https:// sitecore.nysut.org/members/ enroll-new?t=fe88f2dbc545-4db1b6c2-049b6001307b

Hello. This is NYSUT -- New York State United Teachers. Your local union leader has sent you an invitation to complete your union enrollment.

Please check your email for an invitation from NYSUT and our president, Andy Pallotta. You can also click the link provided here to access your enrollment

The member clicks the link contained in the email or text message and is directed to their enrollment form.

The new member completes and submits the enrollment form on their computer or mobile device.

Note: Invite links are specific to each member and will expire if not used after 30 days.



When a new member completes and submits their enrollment form, <u>three</u> emails are automatically dispatched:

- The **new member** will receive a confirmation email welcoming them to NYSUT. This email contains their NYSUT Member ID number and a link to My NYSUT so they can access their account for the first time.
- 2. The **local president** will also receive an email that a new member has completed their enrollment.
- 3. The new member's enrollment information is sent to the appropriate contact in the **employer's business office**. This contains information the business office will need to deduct dues from payroll. If needed, you can modify the business office contact information at the top of your member enrollment portal.

NEXTGENERATION MISU

Welcome to our union, New York State United Teachers - NYSUT.

Below is a receipt of your member enrollment and your member ID number. Please save this information for your records. You will need your member ID number to access important union benefits and services.

Your NYSUT Member ID 👉 7696321

Don't forget to register for your MyNYSUT account. Your MyNYSUT account will allow you to access the member section of our website, which will give you access to members-only information and discount programs. You will need your member ID number to complete your setup.



Additionally, a copy of the new member's enrollment information is sent to the appropriate contact in the **employer's business office**. This contains information the business office will need to deduct dues from payroll. If needed, you can modify the business office contact information at the top of your member enrollment portal.

If you do not provide a business office contact, – you will still need to provide the business office with a completed enrollment form for each new member.



At the bottom of the portal, you can check to see which of your potential members have received and completed their enrollment forms.

You can resend the link to any potential member – who has not received the invite email. You can also modify potential member information in case the email address or name was entered incorrectly.

Remember to follow up!

- Check your outstanding invitations regularly and *follow up with members who have not completed enrollments*.
- *Follow up with the employer's business office* to ensure they have received each member's information for payroll deduction.

Need more info?

- Visit <u>nysut.org/OnlineEnrollment</u> for more information on this process, including tutorial videos and FAQs.
- If you still have questions or concerns, please contact NYSUT Member Records at <u>Memberec@nysut.org</u>.

