

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.

1 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.

2 There are two ways to send out invitations to your new members:

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.

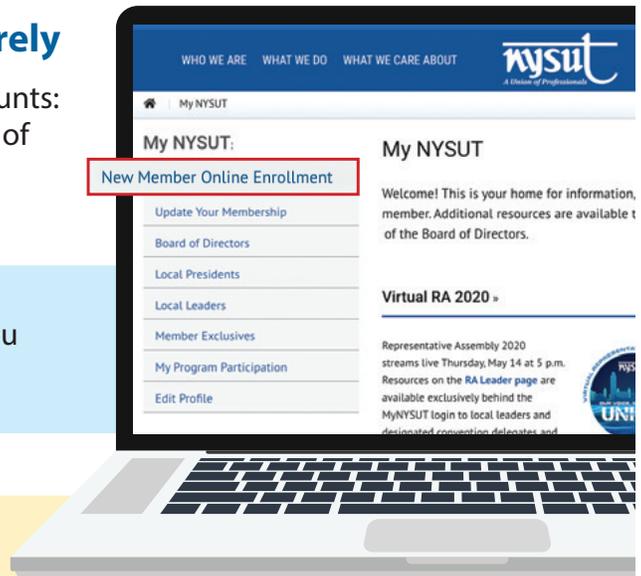
If you have a new member's **mobile phone number**, you can also use this to send the enrollment invitation by text message in addition to email.

- OR -

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.



Enter Individual New Member Information

Fill out your new member's name, email, and phone number. An enrollment form invitation will be sent to them by the email address entered.

Required New Member Information

First name: Last name: Personal Email:

Optional New Member Information

If you have more information, you can add it here and the member's enrollment form will have this information pre-populated.

Address: Street address: Address 2: Building #, PO Box, etc.

City: State: New York Zip:

Mobile phone: Gender: Male Female Other Declined Date of birth:

Send Text Message Invitation

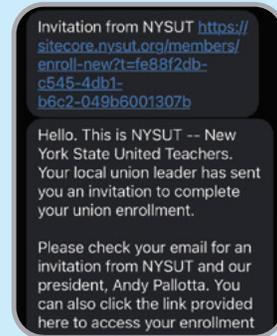
SEND INVITATION

	A	B	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
11	Jamal	Medina	Jmedina@wordcloud.net	212-555-1221

3 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.



4 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.

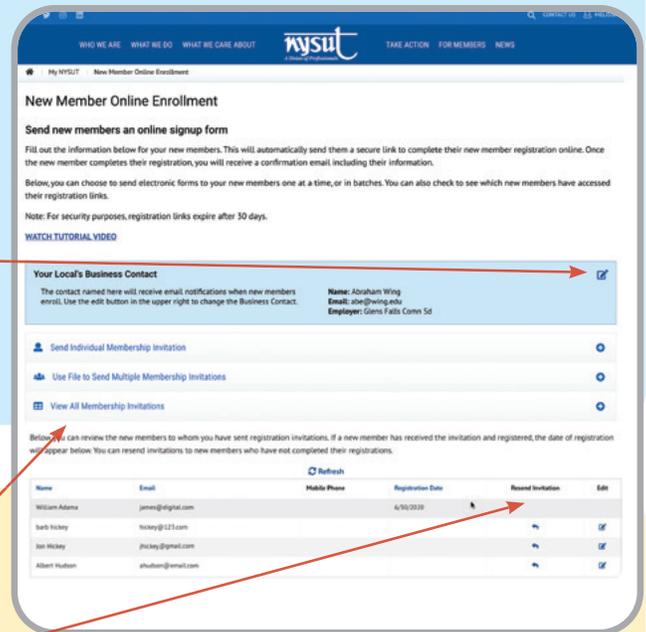
5 When a new member completes and submits their enrollment form, three emails are automatically dispatched:

1. 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.



5 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.



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