

## JOIN NOW - LOCAL LEADER INFO AND TIPS

1) What is Join Now? Join Now is our online process for enrolling members. New members can join using any device with an internet connection (cell phone, tablet, laptop). With Join Now, you always have a membership form in your pocket. A copy of the new member's enrollment information will be forwarded to the local.

2) New members can access Join Now in several ways:

- Text Join to 48744
- Scan the QR Code
- Enter the direct URL: <https://join.nea.org/new-hampshire/>
- Visit our website: <https://neanh.org/>



3) If your new member can't find their exact position listed, they should choose the closest match. We are limited to what is in the system. For additional help, contact your UniServ Assistant.

4) 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. For example, they may ask:

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

**ANSWER:** Hours worked refers to your individual contracted hours for the year. Most full-time, **school-year** ESPs are in the ESP 75% category (Three Quarters Time).

### 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 according to your Collective Bargaining Agreement (not first or second year in the school district or union).

Step

Please Make a Selection

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

- 5) The same choice of payment methods (Check, EFT, Payroll, Credit Card) is presented to all members. These choices are not customized by local. If your local only allows certain payment methods (for example, only EFT), please notify your new member of the appropriate choice.
- 6) 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. If they don't receive the email, let us know. They may have missed a step.
- 7) Your UniServ Assistant will forward to you a copy of the confirmation email that your new member received. That email contains the following information: Name of new member, Member ID#, Member Email, Work Location, Membership Type Code, Enrollment Date, Dues Amount, and Payment Method.
- 8) You will treat this confirmation email as you would any other hard copy of a membership form and print 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. 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. Does it reflect the correct hours worked and step for your new member?
  - 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. Please notify your SAU and make sure that all payroll processes are followed for dues to start being deducted.
    - 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 their 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. You can set up your own Ed Communities profile at: <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.
- 9) We suggest that you reach out to your new member to welcome them and to introduce them to your association's officers and building reps.

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

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