SWE MEMBER JOIN/REINSTATE INSTRUCTIONS
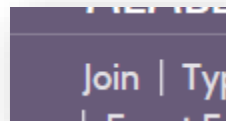
Use these instructions to join SWE as a new or reinstating member, via the online Member Portal.

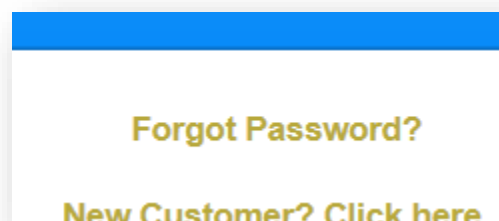1. Navigate to **www.swe.org**.
2. Click the **Membership** tab at the top of your screen.

3. Click the link that says **Join** under the Membership tab.

4. You will be taken to the SWE Membership Portal. If you already have a customer record with SWE, **login** with your existing username and password.

5. If you've forgotten your login credentials, click the link that says, **Forgot Password?**
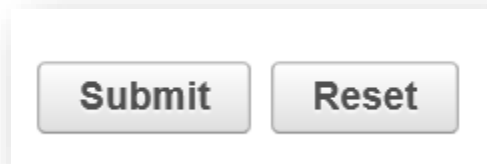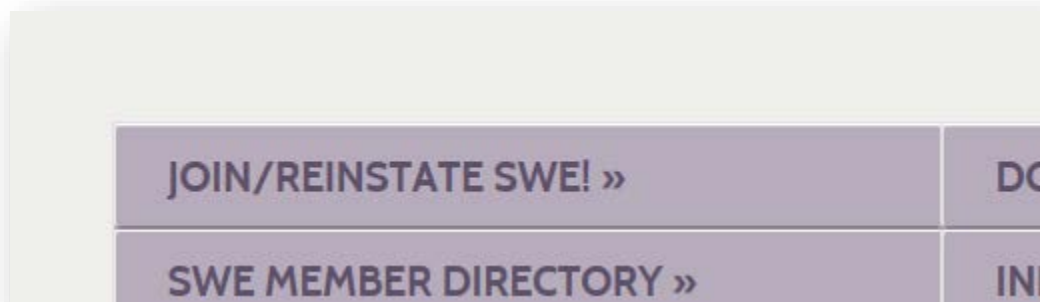
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6. If you do not already have a customer record with SWE, click the link that says, **New Customer? Click here.**
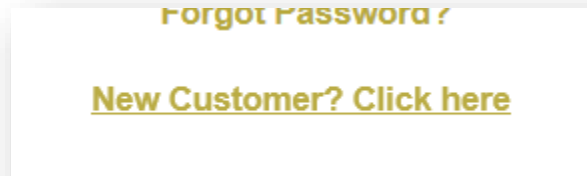
7. **Enter** information like name, contact information, and Portal login credentials. Click **Submit** and you have created your SWE account!

8. After creating your account, you will be re-directed to the Membership Portal login page. Enter the username and password you created and click **Login**.

9. From the Portal Main Menu, click the **JOIN/REINSTATE SWE!** button
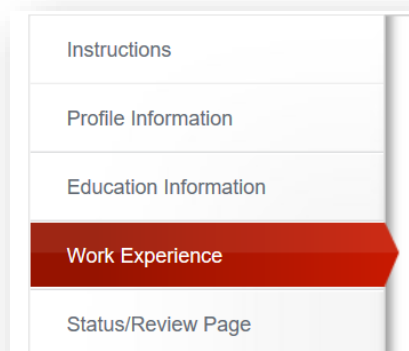
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10. You will be taken to the landing page for your SWE Join Submittal Form. Click the blue button that says **Start My Membership Application**.

11. In the online submittal, you will be asked questions about your **location** (you may use your work or school address), **education history and work experience**. Please fill these sections out as thoroughly as possible.

12. When you have filled out a page of the submittal, click the buttons that say **Next** or **Save** at the bottom of the page, to ensure your information is saved.
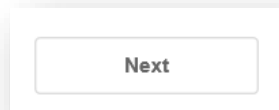

13. You can move forward or backward to a different stage of the submittal by clicking the **buttons** on the left-hand side of the page. Clicking these buttons will not save your information.
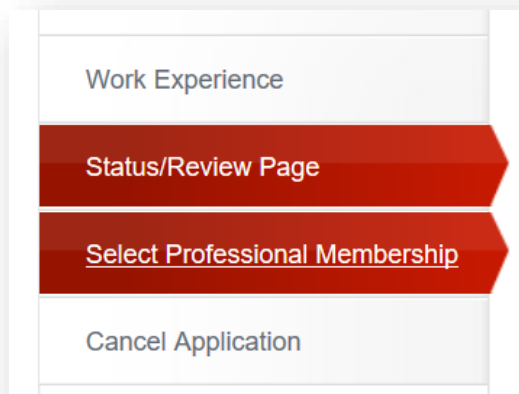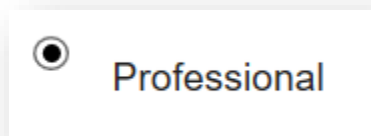
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14. If you would like to cancel your application at any point, click the **Cancel** button on the left side of the submittal. Return to the portal main menu to start your application over.
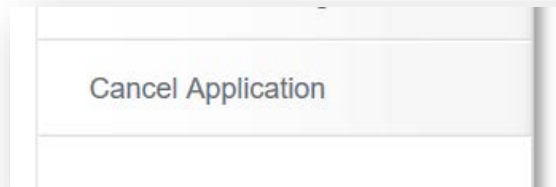
15. On the **Status/Review** page, verify that all steps of the submittal have been filled out correctly and **select your membership type** on the left-hand side of the screen.
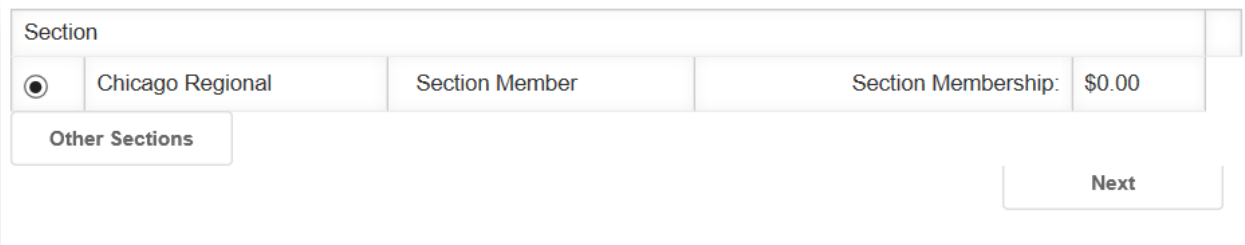

16. You will be offered a membership type(s) based on your submittal answers. Select the appropriate **membership type** to advance to the next step of the submittal.

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17. A **section will be automatically selected** for you. Professional sections are assigned based on zip code; collegiate sections are assigned based on the university you currently attend.

Section				
◉	Chicago Regional	Section Member	Section Membership:	$0.00
Other Sections				
				Next

18. To change your section assignment, click the button that says **Other Sections** and select your desired section from the list of sections that appears.
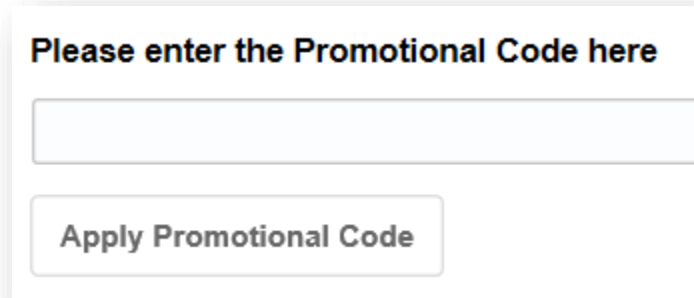
Other Sections

19. From the Status/Review page, click **Submit and Checkout** to purchase your SWE membership.

Status/Review Page

Submit and Checkout
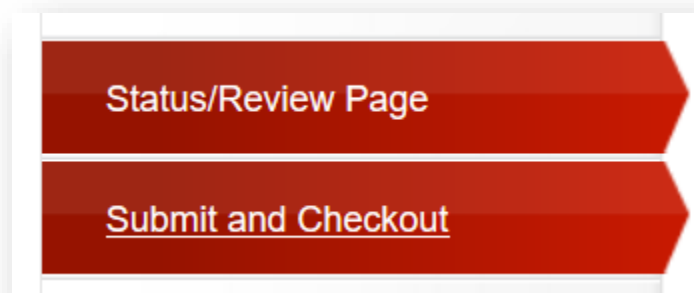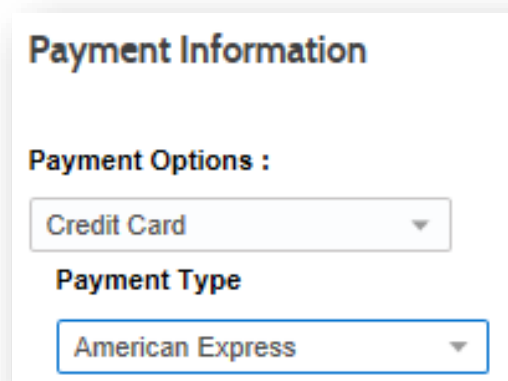
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20. If you have been given a **promotional code**, enter it in the Promotional Code type-box and

    click **Apply Promotional Code**.

Please enter the Promotional Code here

Apply Promotional Code

21. When you are satisfied with your order, **enter your payment information**.
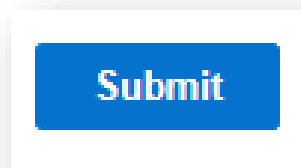
Payment Information

Payment Options :

Credit Card

Payment Type

American Express

22. When you've entered your information, scroll down and click **Submit** to enter your payment
    information.

Submit

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23. **You have successfully renewed your SWE membership**. If you would like to update your SWE section, refer to the SWE document titled Section Transfer Instructions.

24. **Navigate back to the SWE website** and start browsing to see how you can be a positive influence in your workplace, your community, and SWE!