The Gist: The directions below will show you in detail how to create a membership in three parts. To obtain a SWE membership, you will need to complete parts 1, 2, and 3. Once you have completed the application process, you will be prompted to select and purchase a membership. Should you run into any issues throughout the process, email membership@swe.org.

(Part I) CREATE A SWE ACCOUNT
(Part II) COMPLETE THE MEMBERSHIP APPLICATION
(Part III) SELECT AND PURCHASE A SWE MEMBERSHIP.

PART 1: CREATE A SWE ACCOUNT

Step 1: Navigate to https://swe.org/membership/

Step 2: After you have read about the different types of membership, scroll down to Member Resources and Select Join/Renew. If you already have an account, Select Member Portal and Skip to
Step 3: If you do not have an account, then select **SIGN UP HERE**. If you already have an account, skip to **PART II COMPLETE THE MEMBERSHIP APPLICATION**.
Step 4: You will then be prompted to create an account through our SWE member portal. Enter the information requested and click **SUBMIT** at the bottom.
Create your SWE Account

Please complete all of the fields below to establish a user account for our website.

First Name*

Middle Name

Last Name*

Preferred Email Address*

Address Type

Home

Street Address Line 1

Street Address Line 2

City

State

Choose a State or Province

Zip Code

Country*

United States of America

Phone Type

Mobile

Phone Number

User Name*

Password without %, @, /#

Repeat Password without %, @, /#
Step 5: Once you've Created your account, Select Return to Portal Main Menu.

Congratulations! You now have a customer account. Your login information has been sent to you. You can now enter your username and password in the login page to continue.

You will be automatically redirected to the login page in 5 seconds. If you are not redirected or do not want to wait click here.

PART 2: COMPLETE THE MEMBERSHIP APPLICATION

Step 1: Login to your SWE account portal using the credentials you've created.
Step 2: From the Portal Main Menu, Select JOIN/REINSTATE SWE! button
Step 3: You will be taken to the landing page for your SWE Join Submittal Form. Click the blue button that says **Start My Membership**.

Step 4: You will then be prompted through a series of pages where you will provide Contact information, Location, Work Experience, and Education information. After each page select **Save** and/or **Next**.
**TIP:** Complete each page to the best of your ability as this information will generate your SWE Profile. We utilize this information when sending email notifications of SWE benefits and events specific to you! You'll need to provide your SWE address to get the recommendation for the SWE Section closest to you!
General Membership Category Selection

Categories
Select One

WORK EXPERIENCE #1
Please enter your current or most recent work experience

Company Name

Company Start Date

Company End Date

Job Title

WORK EXPERIENCE #2
Enter past work experience

Company Name 2

Company Start Date 2

Company End Date 2

Job Title 2
Step 5: Once you've completed all information in your application, the status review page will appear confirming completion with green check marks to show that you've completed all steps necessary to proceed! Select NEXT

PART 3: SELECT AND PURCHASE SWE MEMBERSHIP

Step 1: Once you've received this confirmation, you are ready to select your membership! Select NEXT
Step 2: The membership selections provided to you will be based off the information you provided in your application. Select the membership you wish and click **NEXT**

![Select Your Membership](image)

**Step 3:** The SWE sections will be recommended to you based off of the address and school information you provided in your application. You are required to select a SWE section, but you will not be charged, thus the price amount is $0.00. Select your professional or collegiate SWE Section and click **Next**

**TIP:** *If the desired section does not appear to you, simply select Other Sections to search for your desired section.*

![Section Assignment](image)
Step 4: You will then be prompted to Read and Accept SWE's Code of Conduct. After you've read our code of conduct, Select **Save**

Step 5: ALMOST THERE. You will then be prompted to the last Status/Review Page. Likewise, the green check marks will indicate that you've completed all steps necessary to proceed to check out! Select **NEXT** and **SUBMIT AND CHECK OUT**

Step 6: Double check the total of your order. If you have been provided a Promotional Code, enter the code and select **APPLY PROMOTIONAL CODE**.
Step 7: **PAYMENT OPTIONS**, select your payment type and click **NEXT**.

Step 8: Once you have successfully renewed your SWE membership, you will receive a confirmation in your email.

*TIP*: You can also view your paid invoice and membership on your SWE account portal under the Membership History and Invoice Tabs.