

NJEA Online Membership Application Processing

NJEA has developed an online membership application. This application allows our new or transferring members to fill out their membership application via their smartphone or tablet. A Quick Response code, or QR code, is printed on the top of each membership application for new members to access the online application. It is not recommended for this application to be filled out on a desktop or laptop computer. There are areas for signatures and the touchscreen is preferred over trying to sign with a mouse.

The process is fairly simple. You can see from the screen shots that follow, that the online application was built using a step by step process. After each step is filled out, the individual selects next.

We start by asking them their start date of employment and if they are new, transferring or a dual member.

Use the [TAB] key to advance the form or click the Next button.

 Hover over information icons to read additional information.

NJEA Membership Application

Date of Employment

Application Type

[Next](#)

- I am a new NJEA member
- I am a member transferring to another district
- I work in TWO districts
- My position has changed

We then move on to the basic demographic information. The address entered will be processed through our address correction system when the record gets saved. The user is prevented from moving to the next step if fields are left blank or a duplicate email address was used.

Personal Information

SS# - - 

First Name MI Last Name

Date of Birth  (optional)

Home Address

Street

City State ZIP -

Contact Information

Cell Phone Home Phone School Phone Preferred Contact

Personal Email Required to receive temporary membership card

Work Email

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Demographics

Gender: Male ?

Member Census: Caucasian ?

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Now the new member selects where they are working. This is an area where questions could be raised by individuals entering the data. If your association is not an all-inclusive local, or you have multiple billing units, some assistance may be needed.

NJEA GeoCode

County: 07-CAMDEN

District: 0800-CHERRY HILL TWP.

Local: 00-CHERRY HILL EA

Billing Unit: 00-CHERRY HILL EDUCATION ASSN

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You will notice that we are asking the member for how many hours per week they work. This will be used to determine the proper levels of dues rates for their position.

Member Classification

Position: 1-Teacher

Building: 058-A. Russell Knight Elementary School

Hours Per Week: 25

Annual Salary: Less than \$18,500.00 \$18,500.00 or more

Classification: I am a classroom teacher (or nurse, guidance, librarian, etc.) I am NOT a classroom teacher ? ESP Employee ?

Membership Eligibility

I am eligible for local membership (I am a member of the bargaining unit)

I am NOT eligible for local membership (I am **NOT** a member of the bargaining unit)

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If the member wishes to donate to either voluntary contribution, a signature is required in this section. Choosing “None” eliminated this requirement.

Voluntary Monthly Contributions

I would like to make the following **monthly** voluntary contributions.

NJEA Political Action Fund/NEA Fund for Children and Public Education
 \$3 \$5 \$10 Other None

Local Association Philanthropic Fund
 \$3 \$5 \$10 Other None

Total Voluntary Monthly Contribution: \$3.00

Please sign below. ⓘ

[Clear](#) (Use mouse or finger where applicable)

YOUR SIGNATURE IN THIS BOX authorizes NJEA to add the voluntary monthly amounts selected to your annual dues obligation.

I agree to the electronic submission of this application and of my signature, and certify that the electronic signature provided is attributable to me.

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We provide the member with one last opportunity to verify all of the information they entered.

Review Your Application

Please review your application information carefully. If you need to make a change, please click on the appropriate "Edit" link or click the [Go Back] button. Once you have thoroughly reviewed your application please click the [Finalize Application] Button to complete and submit your application.
NOTE: Once finalized you will be unable to make any further changes prior to submission

Application Info						
Employment Date	05/03/2017		Application Type	NEW NJEA MEMBER		
Edit						
Personal Info						
Name	MCKEEVER, DAMIEN A	SS#	*** - ** - 9999	DOB	12/14/1971	
Address	180 W STATE ST TRENTON, NJ 08608 -1104		Cell	6099221641	Preferred CELL	
Personal Email	DMCKEEVER@NJ.ORG		Work Email			
Edit						
Demographics						
Gender	Male		Ethnicity	Caucasian		
Edit						
GeoCode						
NJEA GEOCode	07-0800-00-00					
County	CAMDEN	District	CHERRY HILL TWP.	Local	CHERRY HILL EA	
Billing Unit	CHERRY HILL EDUCATION ASSN					
Edit						
Classification						
Position	1-Teacher	Building	A. Russell Knight Elementary School		Hours Per Week	25
Salary	ABOVE \$18,500.00	Classification	Classroom teacher		Eligibility	Member of a bargaining unit
Edit						
Voluntary Contributions						
NJEA PAC Donation	\$0.00	Local Association Philanthropic Fund Donation	\$0.00			
Edit						

[Finalize Application](#) [Go Back](#) [Reset](#)

Finalize Application?



 Are you sure you are ready to **FINALIZE** this application?

Clicking [Yes] will take you to the final signature page.

You will not be able to go back and change any information past this point.

If you need to make a change, please click [No].

Yes

No

Once they finalize the application, they are presented with the total dues amounts, and a place for them to sign the application.

Membership Dues

Payment Method

Payroll Deduction Check (Full Year)

ANNUAL AMOUNTS ARE BILLED OVER 10 MONTHS (Sept - June)

NATIONAL \$	<u>37.40</u>	STATE \$	<u>173.20</u>	COUNTY \$	<u>10.30</u>	LOCAL \$	<u>39.00</u>	ANNUAL TOTAL	\$	<u>259.90</u>
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I hereby request and authorize the disbursing officer of the above school district to deduct from my earnings, until notified of termination, an amount required for current year membership dues and such amounts as may be required for dues in each subsequent year, all as certified by the affiliated and unified organizations, such amounts to be paid to such person as may from time to time be designated by the local association. This authorization may be terminate only by prior written notice from me effective **January 1st** or **July 1st** of any year. I waive all right and claim for monies deducted and transmitted and relieve the Board of Education and its officers from any liability therefore. Dues payments may be deductible as a miscellaneous itemized deduction.

**** NOTE: Current dues may be inaccurate due to change period.**

Please sign below.

[Clear](#) (Use mouse or finger where applicable)

I agree to the electronic submission of this application and of my signature, and certify that the electronic signature provided is attributable to me.

Voluntary Amount \$ 0.00

TOTAL DUE BY 6/30
\$ 259.90

(INCLUDES VOLUNTARY IF APPLICABLE)

[Submit Application](#) [Reset](#)

Once the application is submitted, the member and the NJEA Membership department will receive a PDF copy of the application. The application then is saved to a “holding tank” for the NJEA Membership processing staff to enter the application. The day following the application is entered by NJEA; the association membership chairperson will receive a directory styled report that indicates whose applications were processed.