SWE MEMBER JOIN/REINSTATE INSTRUCTIONS

Use these instructions to join SWE as a new or reinstating member, via the online Member Portal.


2. Click the Membership tab at the top of your screen.

3. Click the Join option 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 your password or username?**

6. If you do not already have a customer record with SWE, click the link that says, **Sign up here.**

7. You will be directed to a new page and will need to 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

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.

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.

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.

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.

19. From the Status/Review page, click Submit and Checkout to purchase your SWE membership.
20. If you have been given a **promotional code**, enter it in the Promotional Code type-box and click **Apply Promotional Code**.

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

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

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!