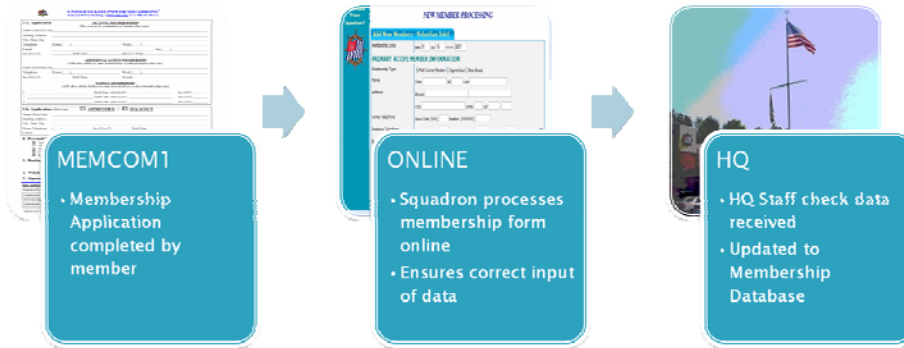


## ONLINE MEMBERSHIP PROCESSING

[www.usps.org/php/membership](http://www.usps.org/php/membership)

- ▶ The system is currently duplicating the MEMCOM-1 form
- ▶ The Membership Committee are looking into redesigning the form so that you can better gather information about every one your members - whether they are the primary active member or the additional active/family members
- ▶ The online processing system is ready for this development.

# ONLINE MEMBERSHIP PROCESSING



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## NEW MEMBER PROCESSING

Login

Enter Squadron Account Code

Squadron Account Code

5371

Enter Squadron User Password

\*\*\*\*\*

Master & Updater Passwords are not  
accepted by the system

E153211

Login

Enter Submitter's Certificate Number

Click on



## NEW MEMBER PROCESSING

### Login

Invalid Certificate Number

Squadron Account Code	<input type="text" value="5371"/>
Password (User Password)	<input type="password" value="•••••"/>
Submitters Certificate No (Note: Must be member of submitting squadron)	<input type="text" value="E153211"/>

Login

As well as checking for a valid:  
**squadron number** and **user password**  
the system also checks for an  
**Active Certificate Number.....**



## NEW MEMBER PROCESSING

### Login

Only squadron members are allowed to input applications

Squadron Account Code	<input type="text" value="5371"/>
Password (User Password)	<input type="password" value="*****"/>
Submitters Certificate No (Note: Must be member of submitting squadron)	<input type="text" value="E173612"/>

Login

...and that the Certificate Number  
Belongs to a member of the Squadron



### NEW MEMBER PROCESSING

Add New Members - Sebastian Inlet

Change Membership Date if

Enter Primary Active Member Personal Information

Enter Primary Active Member Skills Information

Select type of member

Membership Date MM 01 DD 15 YYYY 2007

**PRIMARY ACTIVE MEMBER INFORMATION**

Membership Type  Full Active Member  Apprentice  Sea Scout

First Franco MI P Last Meyers

Street 739 S Easy St

City Sebastian State FL Zip 32958

Home Telephone Area Code (999) 772 Number (9999999) 3880894

Business Telephone Area Code (999) Number (9999999) Extension Bus Phone OK?

Email FrancoMeyers@comcast.net

Fax Area Code(999) Number (9999999)

Sex  Male  Female

MM 06 DD 29 YYYY 1956

Name Robin Sex  Male  Female

Type  None  Power  Sail Name

**PERSONAL SKILLS:**

<input type="checkbox"/> Accounting/Finance	<input type="checkbox"/> Government/Military	<input type="checkbox"/> Photography
<input type="checkbox"/> Advertising/Marketing	<input type="checkbox"/> Hotel/Transportation	<input type="checkbox"/> Printing/Publishing
<input type="checkbox"/> Art/Drawing/Drafting	<input type="checkbox"/> Law	<input type="checkbox"/> Public Speaking/PR
<input checked="" type="checkbox"/> Computers/Audio Visual	<input checked="" type="checkbox"/> Management/Personnel/Purchasing	<input type="checkbox"/> Religion
<input type="checkbox"/> Education/Instruction/Admin	<input type="checkbox"/> Medicine/Pharmacy	<input type="checkbox"/> Writing/Editing/Proof

Course Passed  None  USPS  Other

Influenced By (Certificate #) E147949 Nigel E Hargreaves

System checks for correct Certificate

Enter Influenced by Certificate #

**ADDITIONAL MEMBERS**

Member Type Additional Active	Name: First <input type="text" value="Robin"/> MI <input type="text" value="P"/> Last <input type="text" value="Meyers"/> Sex: <input type="radio"/> Male <input checked="" type="radio"/> Female Date of Birth: MM <input type="text" value="04"/> DD <input type="text" value="29"/> YYYY <input type="text" value="1958"/> Email: <input type="text" value="RobinMeyers@comcast.net"/> Course: <input type="radio"/> None <input type="radio"/> USPS <input checked="" type="radio"/> Other	Influenced By (Certificate #) <input type="text"/>
Member Type Select Value	Name: First <input type="text"/> MI <input type="text"/> Last <input type="text"/> Sex: <input type="radio"/> Male <input checked="" type="radio"/> Female Date of Birth: MM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/> Email: <input type="text"/> Course: <input type="radio"/> None <input type="radio"/> USPS <input checked="" type="radio"/> Other	Influenced By (Certificate #) <input type="text"/>
Member Type Select Value	Name: First <input type="text"/> MI <input type="text"/> Last <input type="text"/> Sex: <input type="radio"/> Male <input checked="" type="radio"/> Female Date of Birth: MM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/> Email: <input type="text"/> Course: <input type="radio"/> None <input type="radio"/> USPS <input checked="" type="radio"/> Other	Influenced By (Certificate #) <input type="text"/>

Select Type of Member from Drop Down

Enter Member Information

Enter Influenced By Certificate # Defaults to PAM influenced by if left blank

Enter information for up to 4 members

**PROCESSED BY**

Certificate No  Peter W. Mitchelson Email

Make sure that e-mail address is correct  
This information is picked up from HQ Membership Records



## NEW MEMBER PROCESSING

### Add New Members - Sebastian Inlet

A similar Primary Active Member Name already exists in your membership records - please check the confirmation box if OK

Membership Date MM 01 DD 15 YYYY 2007  Please check to confirm that this is a new member

#### PRIMARY ACTIVE MEMBER INFORMATION

Membership Type  Full Active Member  Apprentice  Sea Scout

Name First Franco MI P Last Meyers

Address Street 5910 River Run Rd

City Sebastian State FL Zip 32958

Home Telephone Area Code (999) 772 Number (9999999) 3880894

Business Telephone Area Code (999) Number (9999999) Extension Bus Phone OK?

Email

Fax Area Code (999) Number (9999999)

The system checks to make sure that the application has not already been processed.  
If the application is to be treated as a new



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## NEW MEMBER PROCESSING

SQUADRON: Sebastian Inlet

Membership Application Processed for:  
AC: Franco Meyers  
AA: RObin Meyers

When processed you are returned to the menu options indicating the member you have just processed.

[Add New Member Records - Full Active etc.](#)

[Add Additional Records to Active Member](#)

Membership Application processed for:  
Squadron: Sebastian Inlet  
AC: Franco P Meyers  
AA: Robin P Meyers

You will receive an e-mail  
from HQ indicating that the  
application is in the system  
from either Deliah or Lynnda



## NEW MEMBER PROCESSING

### Add Additional Members - Sebastian Inlet

Membership Date MM 01 DD 15 YYYY 2007

#### PRIMARY ACTIVE MEMBER

Select Member from List

#### ADDITIONAL MEMBERS

When adding additional members to a current member select the member from the drop down list

Member Type <input type="text" value="Select Value"/>	Date of Birth: MM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/>	Influenced By (Certificate #) <input type="text"/>
	Email: <input type="text"/>	
	Course: <input type="radio"/> None <input type="radio"/> USPS <input checked="" type="radio"/> Other	
Member Type <input type="text" value="Select Value"/>	Name: First <input type="text"/> MI <input type="text"/> Last <input type="text"/>	Influenced By (Certificate #) <input type="text"/>
	Sex: <input type="radio"/> Male <input checked="" type="radio"/> Female	
	Date of Birth: MM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/>	
	Email: <input type="text"/>	
	Course: <input type="radio"/> None <input type="radio"/> USPS <input checked="" type="radio"/> Other	
Member Type <input type="text" value="Select Value"/>	Name: First <input type="text"/> MI <input type="text"/> Last <input type="text"/>	Influenced By (Certificate #) <input type="text"/>
	Sex: <input type="radio"/> Male <input checked="" type="radio"/> Female	
	Date of Birth: MM <input type="text"/> DD <input type="text"/> YYYY <input type="text"/>	

## ONLINE MEMBERSHIP PROCESSING

[www.usps.org/php/membership](http://www.usps.org/php/membership)