

NADE User Registration and Renewal Guide

Version 1.01 – by Jake Schwartz, NADE Webmaster

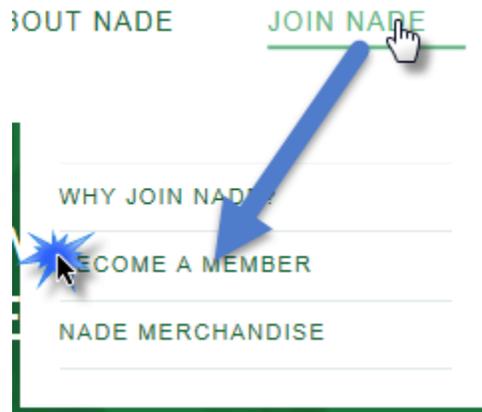
Welcome to www.nade.org! If you're having problems trying to create an account or renew an existing one on the website, please consult this guide. Also, please keep in mind: This guide is visually based on a view from an SSA computer. Your visual experience may differ if you are using different internet browsers or different networks, but the functionality remains consistent with this guide.

Table of Contents

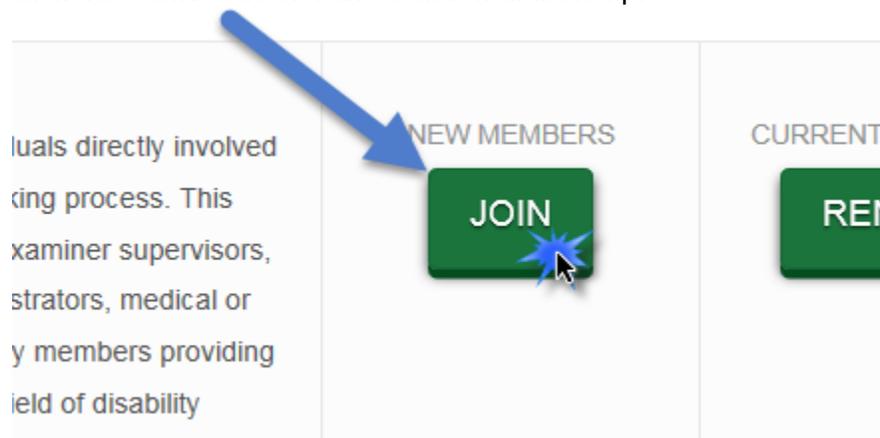
1. [New NADE Member/Website User](#)
 - a. [How to navigate to the Memberships Page](#)
 - b. [How to navigate to the Join Page](#)
 - c. [Entering your personal information](#)
 - d. [Choosing your payment method](#)
 - e. [Paying with PayPal](#)
 - I. [If you have a PayPal Account](#)
 - II. [If you do not have a PayPal Account/Don't want to use one](#)
 - f. [Paying by check](#)
 - g. [Membership Disclaimer](#)
 2. [Existing Member/Renewal](#)
 - a. [Renewal Explanation and corporate disclaimer](#)
 - b. [How and why to log into the site](#)
 - c. [Navigating to your account page and renewing via subscriptions](#)
-

1. New NADE Member/Website User:

- a. First, you'll want to find the memberships page on the NADE website. Navigate to www.nade.org and hover over the "JOIN NADE" menu at the top of the page. Then, simply click the "BECOME A MEMBER" link:



- b. You will arrive on the Join NADE page. Take some time to peruse the different membership types. Once you've chosen the membership type that suits you, click the "JOIN" button next to that membership:



- c. You'll be brought to a registration page where you can enter all of your personal information:

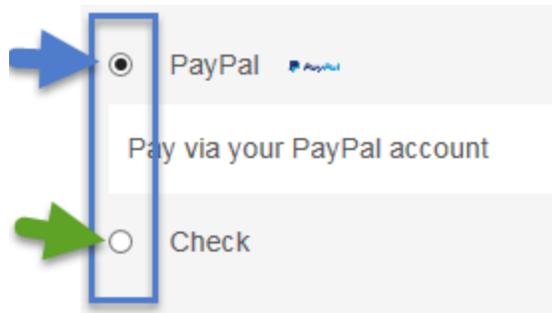
FULL MEMBERSHIP/NEW

RE INDIVIDUALS DIRECTLY INVOLVED IN THE DISABILITY DECISION EXAMINERS, EXAMINER SUPERVISORS, SUPPORT PROFESSIONAL CONSULTANTS OR A FACULTY MEMBER PROVIDING SILENT DETERMINATION.

MEMBERSHIP FEE: \$50

Please enter at least all of the fields marked with an asterisk (*). The page will let you know if there are any errors by highlighting them in red.

- d. Once you've filled out all the fields, you'll need to choose your payment method. Currently, there are two options; you may pay via PayPal or by check. Once you've chosen your appropriate payment method, click the "Join" button.



A screenshot of a payment method selection interface. It features two radio button options: "PayPal" and "Check". The "PayPal" option is selected, indicated by a filled-in radio button. Below the "PayPal" option, the text "Pay via your PayPal account" is visible. A blue arrow points to the "PayPal" radio button, and a green arrow points to the "Check" radio button. A blue rectangular box highlights the radio button area.



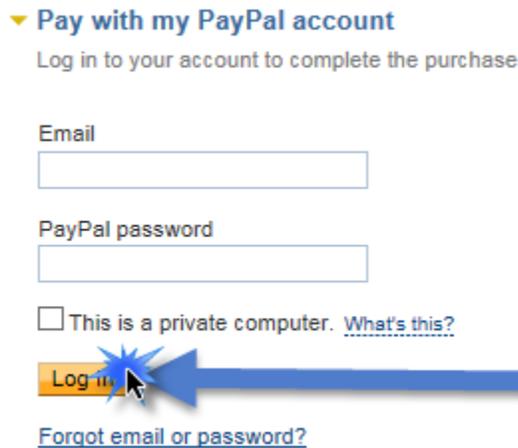
e. **Paying with PayPal:**

- I. If you already have a PayPal account:
 - i. Click the link near the top of the page that says “Pay with my PayPal account:”

Choose a way to pay

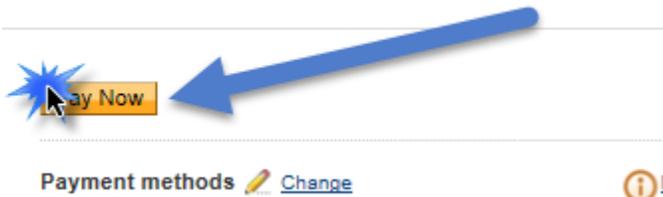


- ii. Then, enter your account information and click “Log in:”



- iii. If your PayPal account is set up correctly, you will be presented with a page that has all of your payment information already populated. Then, you simply need to click “Pay Now” at the top or bottom of the page:

Review your information



- iv. If your account isn't set up correctly, please consult PayPal's account guide on how to resolve any issues before continuing:
<https://www.paypal.com/us/cgi-bin/webscr?cmd=p/gen/problems-outside>

There is also a set of pages on this page that will help you troubleshoot other issues. You can access it by hovering over this area:



- v. Once you've clicked the Pay Now button, you will be brought to a confirmation screen: [Continue Guide](#) (Section e.II.iii)

- II. If you do not have a PayPal account, or simply want to pay with your credit/debit card quickly, simply enter all of your information and press the "Pay" button:



- i. Once you've done that, you'll be brought to a screen requesting that you create a PayPal account. This is entirely up to you and will **NOT** affect your NADE payment. If you would like to do this, enter a password, check the "read and agree" checkbox, and click the "Agree and Create Account" button:

to create your regular account and pay. It's quick, free to sign up, and completely optional.

Learn more [about PayPal](#), the faster, safer way to pay.

Email address

Choose a PayPal password 8 characters minimum

Re-enter password

I have read and agree to [PayPal's User Agreement](#), [Privacy Policy](#), and [Electronic Communications Deliver Policy](#). I am authorized to add the phone number enter earlier and understand PayPal may contact me with automated calls and texts as described in the above agreements.

[Agree and Create Account](#) [No, Thanks](#)

- ii. Otherwise, just click the "No Thanks" link.
- iii. Finally, you'll be presented with a confirmation screen. You should take a screenshot of this screen or record your receipt number somewhere. You can now click the "Return to National Association of Disability Examiners" link at the bottom of this message page:

Thanks for your order

✓ [REDACTED], you just completed your payment.

Your receipt number for this payment is: [REDACTED].

We'll send a confirmation email to [REDACTED]. This transaction will appear on your statement as PayPal *NADE.

[Return to National Association of Disability Examiners](#)



Powered by **PayPal**

- iv. You will be redirected to this page, and then automatically redirected back to your account page on the NADE website:

National Association of Disability Examiners

Thanks for your order

Your payment of \$50.00 USD is complete.

You're now going back to **National Association of Disability Examiners**.

If you are not redirected within 10 seconds, [click here](#).

PayPal. The safer, easier way to pay.

For more information, read our [User Agreement](#) and [Privacy Policy](#).

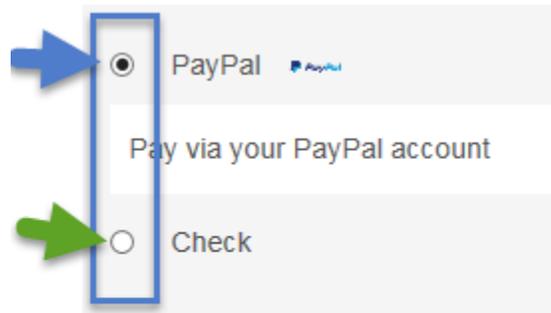
ACCOUNT

Home **Subscriptions** Payments Logout

You have no active subscriptions to display.



- v. At this point, you are just waiting for our staff to confirm your payment and account. Please allow a few days before your payment is fully processed; our account managers work very hard to get these updates through.
- f. **Paying with a check:**
 - I. Simply choose the “Check” radio button option on the registration screen and click “Join:”



- II. You will be brought to a payment confirmation page. Make sure to note the amount of your membership so that you know how much to make your check out for. Click "Submit" to continue:

DESCRIPTION	AMOUNT
Full Membership/New – Payment	\$50.00
TOTAL	\$50.00



- III. You will be brought to a Welcome Page. It has the address and all the information necessary to mail your check:

WELCOME TO NADE!

Your registration means a lot to us! If you have decided to pay your registration fee by check, please mail it to:

National Association Of Disability Examiners
P O Box 105763
Jefferson City, MO 65110
(Make check payable to NADE)

We appreciate your involvement with NADE. NADE's strength is our membership. We hope that with your interest and support, the upcoming year will prove to be one of our most successful.

ACCOUNT

Account

Logout

MEMBER RESOURCES

Directories, regional information, career opportunities, rules and procedures.

VIEW

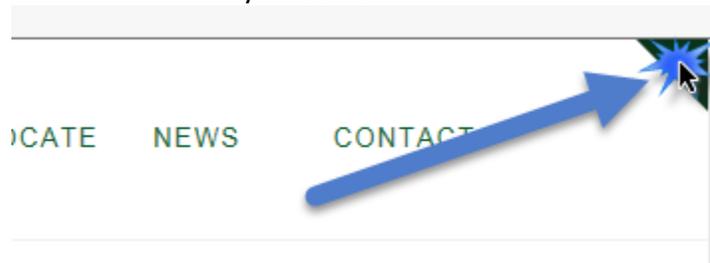
[RETURN TO HOME](#)

g. **VERY IMPORTANT:**

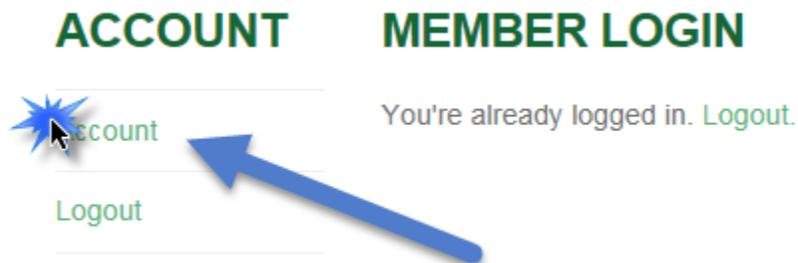
Even after registering via either method, you will not be able to access Member Resources until your payment has been approved and accepted by the NADE staff in charge of memberships. Please allow a maximum of one week's time before you inquire about your membership. It is our priority to facilitate the needs of all NADE members, and we do our best to ensure that membership is acquired and granted as quickly as possible.

2. Existing Member/Renewal:

- a. Each year, you must renew your NADE membership. It is a fairly simple process to do so.
NOTE: This only applies to non-corporate users. Because of our policies and our appreciation of corporate sponsorship, any corporate memberships will remain active as long as they continue to sponsor the NADE organization.
- b. To renew your account, you **MUST** be logged into the NADE website. If you're having any trouble, please view the [NADE User Login Guide](#).
- c. Navigating to your account page and renewing via subscriptions:
 - i. First, toggle the login menu by clicking the triangle in the upper right hand corner of any screen on the NADE website:



- ii. Then, *if you are already logged in*, you will be able to navigate to your Account Page by clicking the "Account" link on the left side of the popup:



- iii. Then, click the "Subscriptions" link to move to the subscriptions page and renew your account:

[Home](#) [Subscriptions](#) [Payments](#) [Logout](#)

WELCOME, [REDACTED]

Member Since:

Position/Committee:

Local Chapter: 32

Certification:

Certification Expiration:

- iv. You will then be presented with a list of all subscriptions you have had and currently have. Find the one with the newest date, or most applicable information, and click "Change Plan:"

MEMBERSHIP	SUBSCRIPTION	ACTIVE	CREATED	EXPIRES	
Full Membership/Renewal	None	Yes	May 18, 2016	June 30, 2017	Change Plan
Full Membership/Renewal	None	No	May 30, 2015	June 30, 2016	Change Plan

- v. You will see a screen with the different membership types listed on it, with your current membership noted with a date, if applicable. Click the "Join/Renew Now" link to be brought to the renewal page:

Full Membership/Renewal

Membership includes online access to NADE's quarterly publication "The NADE Advocate."

[JOIN/RENEW NOW](#)

Associate Member

\$50 for access until Fri, Jun 30, 2017

[JOIN/RENEW NOW](#)

Full Support Staff Member/Renewal

[Sign Up](#)

- vi. **That's all there is to it! Now, you can refer to steps [1c](#), [1d](#), and [1e/1f](#) for your preferred payment options, and your renewal will be complete!**