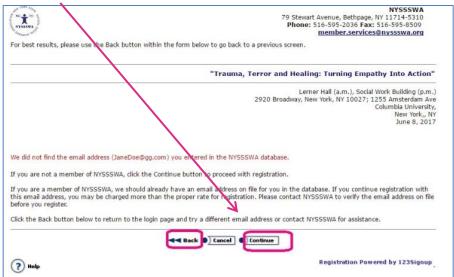
## **Non-Members:** How to Register and Log In for SSWAA CEUs with 123Signup -- 2021 On-Demand



- 1. Locate event/registration on the NYSSSWA website's "Calendar of Events",123Signup's Event page or use Registration URL
- 2. Click event link to access Registration.
- 3. **Non-Members:** Log in on-line with 123SignUp.
  - a. Enter your email address. Click "Ok".



- i. We recommend that you use your personal email address.
- ii. Your email address is used by the system as your user name.
- b. Since your email address will not be recognized as a member, you will see the following. Click "Continue".



c. If you are a former NYSSSWA Member, you will note when your membership expired:



d. As a Non-Member, we would like to invite you to become a member and have included an **option** for membership (not required). You can become a NYSSSWA member AND receive CEUs for a total of \$90. (Read Benefits) OR You can register for CEUs only and remain a Non-member for \$50.



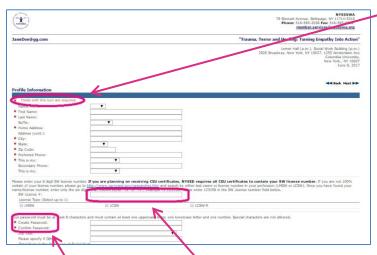
e. Make your workshop selections on this page. Note: All VIRTUAL Sessions are pre-selected:



f. After you complete your selections, review your fee. Click "Next"

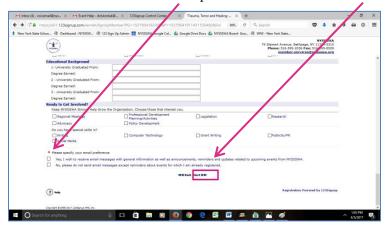


g. Complete your Profile Information as you desire. You <u>must</u> at least complete all asterisk "Required" fields.

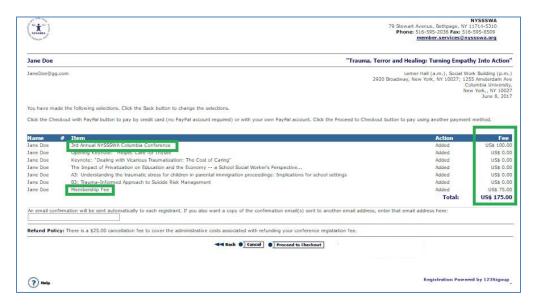


- h. Be sure to include your New York License number here or it will NOT appear on your CEU certificate.
- i. This is also where you will create your password. Please remember it for future access to your profile and to obtain your CEU Certificate.

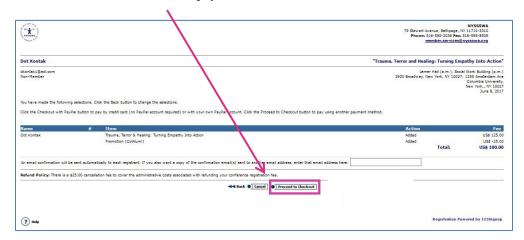
j. Scroll down to the bottom. Select Email preferences and click "Next".



k. You will be provided a summary of your event selections.



1. Click "Proceed to Checkout" for payment



m. The Checkout page provides 2 options: Credit card or "PO". **Select "PO" for processing PURCHASE ORDERS.** 

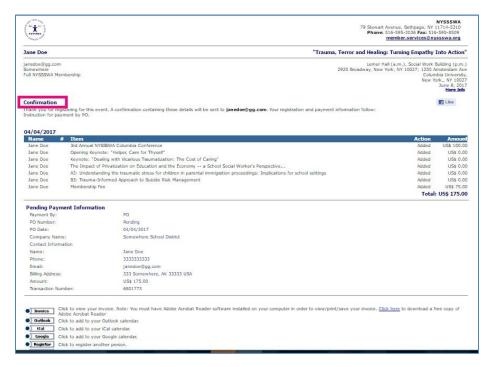
NYS	Lann J	NYSSSWA 264 Rider Road, Clayville, NY 13322 Fax: 516-595-8509 member.services@nyssswa.org
etir	ed NYSSSWA Membership	Caribe Royale Hotel 8101 World Center Drive Orlando, FL 32821 April 3 - 6, 2019 <b>Amount: US\$ 90.00</b>
ayı •	ay by credit card via our secure server, please enter the ment type.  VISA PO	e credit card information and click the Pay button. To pay by another method, select the  SECURED BY RapidSSL  www.repidsul.zem
*	Fields with this icon are required.	
*	Name on card:	
*	Card number:	
*	Expiration date:	•
*	Billing Address 1:	
	Billing Address 2:	
*	Billing City:	
	Billing State/Province(US and Canada):	•
	Billing State/Province(Non-US or Canada):	
	Billing Zip/Postal Code:	
*	Billing Country:	USA
	State/Province and Zip/Postal Code required for credit	t cards from US and Canadian banks.

m. If submitting a Purchase Order, please include known information including Purchase Order Number (or enter "Pending"), date, and "Company"/School District, etc. Be sure to include the Purchase Order's Billing Address. Also BE SURE to include NYSSSWA Fee WITH the SSWAA Fee on your Purchase

n)		79 Stewart Avenue, Bethpage, NY 11714-5310 Phone: 51 595-2036 Fax: 516-595-8509 member.services@nyssswa.org
st results, please use the Back butt	on within the form below to go back to a previous screen.	
Doe		"Trauma, Torror and Healing: Turning Empathy Into Action"
loe⊚ g.com		Lemer Hall (a.m.), Social Work Building (p.m.) 2920 Broadway, New York, NY 10027; 1255 Amsterdam Ave Columbia University, New York, NY 10027 June 8, 2017 Amount: USS 175.00
What is PayPal?		ESCURED BY RapidSSL Queen system of the state of the sta
plete the following fields and click th	e Register button.	
uction or payment by PO. Fields with this icon are required.		
PO Number:	Pending	1
PO Date:	Apr ▼ 4 ▼ 2017 ▼	
Company Name:	Somewhere School District	
tact Information	Jane Doe	
Control of the Contro		
Name:	3333333333	
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tact Info mation Name:  Phone  Email:  Information  Address (cont.):  City: State:  Zip:  Country:	anedoe@gg.com   333   Somewhere	

n. Click "Register"

o. The next and LAST page is your "Confirmation" page providing a summary of your selections, fees and payment information. At the bottom of the page are other options including if you would like to register another person. You MUST have at least their email address to do this.



YOU DID IT!

(If you have difficulties and still need assistance, contact <a href="mailto:support@123signup.com">support@123signup.com</a>)