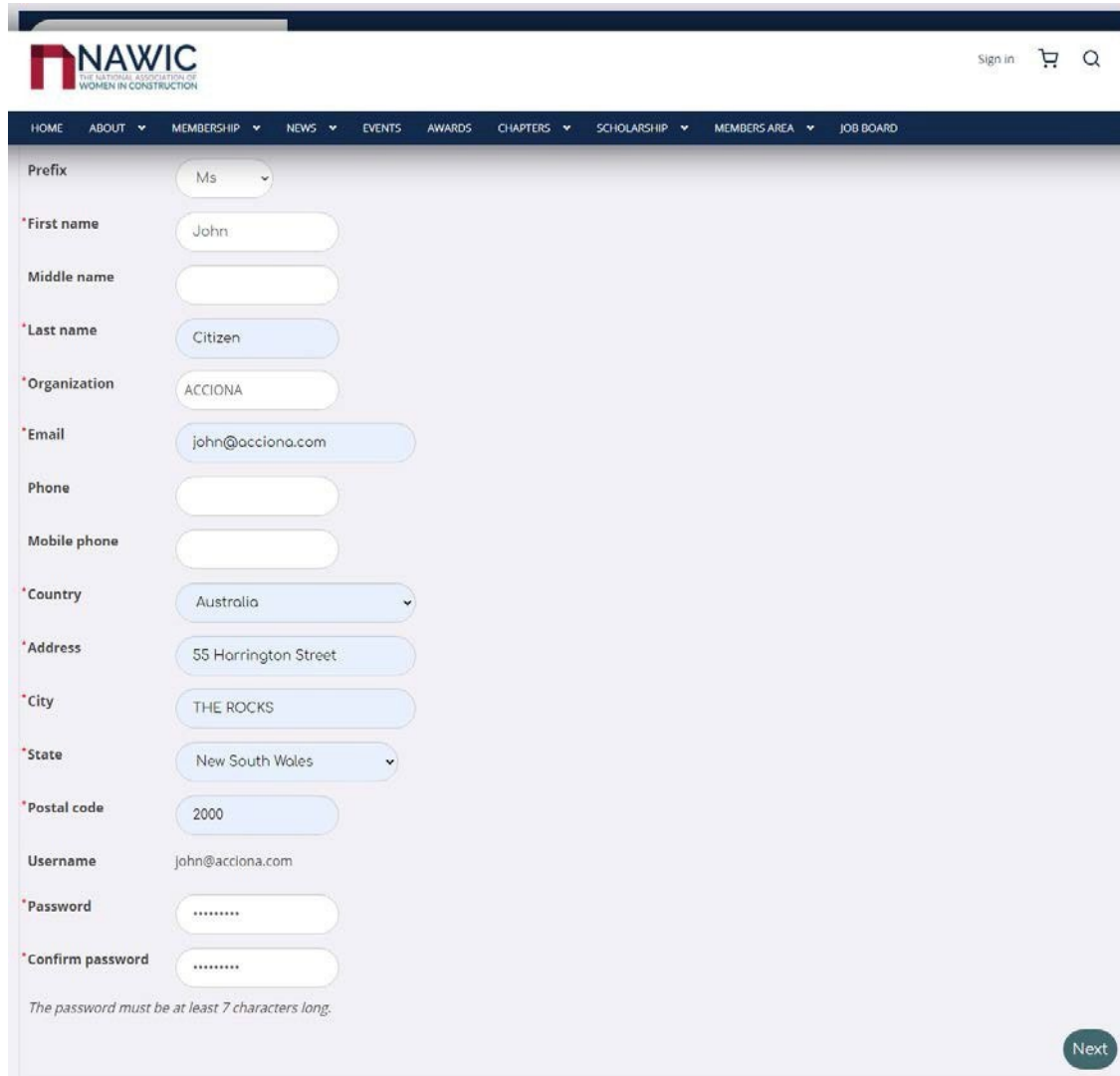


New Member Instructions

1. Click on this [link](#) that has been provided or use the QR code below:



2. Complete Step1: Personal Details (refer to image below)
Organisation – search and select your organisation from the dropdown menu.
Email address – please use your **WORK EMAIL** address.
Business address – automatically filled in when organisation is entered. This will be the default address for members. If you wish to change it, please do so after signing up successfully.
Note: Please do not change the address. If you wish to change it, do so after completing the sign-up process.



The screenshot shows the NAWIC registration form. At the top, there is a navigation bar with the NAWIC logo and links for Sign in, a shopping cart, and a search icon. Below the navigation bar is a menu with links: HOME, ABOUT, MEMBERSHIP, NEWS, EVENTS, AWARDS, CHAPTERS, SCHOLARSHIP, MEMBERS AREA, and JOB BOARD. The registration form itself contains the following fields:

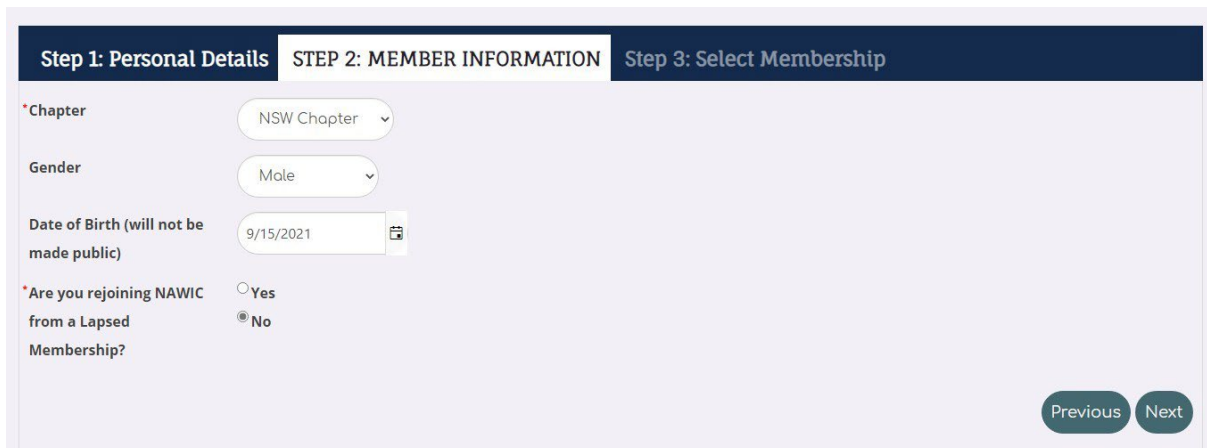
- Prefix: Ms (dropdown)
- *First name: John
- Middle name: (empty)
- *Last name: Citizen
- *Organization: ACCIONA
- *Email: john@acciona.com
- Phone: (empty)
- Mobile phone: (empty)
- *Country: Australia (dropdown)
- *Address: 55 Harrington Street
- *City: THE ROCKS
- *State: New South Wales (dropdown)
- *Postal code: 2000
- Username: john@acciona.com
- *Password: (masked with dots)
- *Confirm password: (masked with dots)

At the bottom of the form, there is a note: "The password must be at least 7 characters long." and a "Next" button.

New Member Instructions

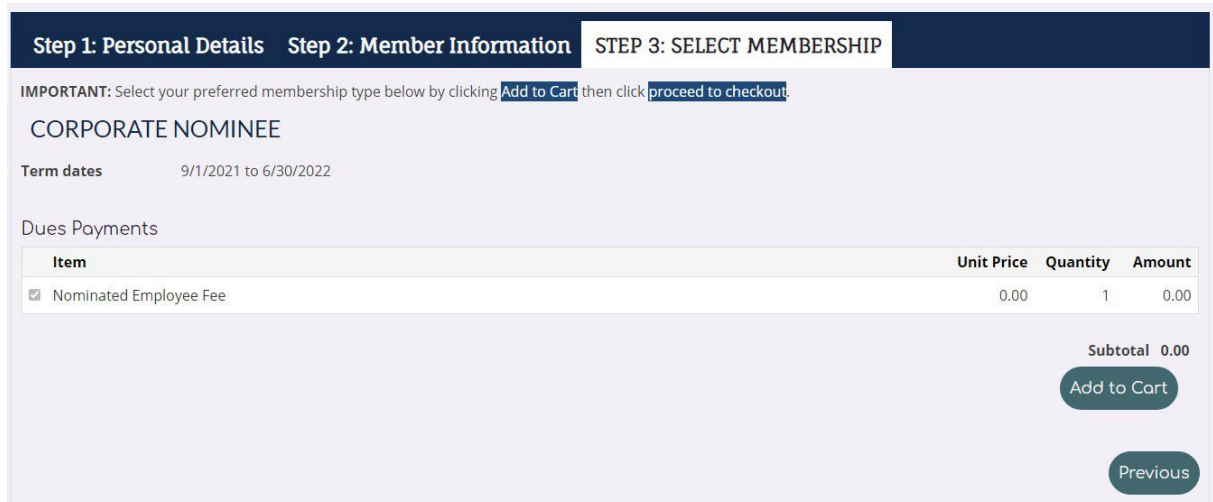
3. Complete Step 2: Member information (refer to image below). Please fill in field with the ***Chapter*** ' your state location to receive state-based Newsletters.

We want to make sure you never miss out on important updates and newsletters from your chapter. To ensure you stay in the loop, please make sure you add your chapter information.



The screenshot shows a web form for Step 2: MEMBER INFORMATION. The navigation bar includes 'Step 1: Personal Details', 'STEP 2: MEMBER INFORMATION', and 'Step 3: Select Membership'. The form fields are: 'Chapter' (dropdown menu with 'NSW Chapter' selected), 'Gender' (dropdown menu with 'Male' selected), 'Date of Birth (will not be made public)' (text input with '9/15/2021' and a calendar icon), and 'Are you rejoining NAWIC from a Lapsed Membership?' (radio buttons for 'Yes' and 'No', with 'No' selected). 'Previous' and 'Next' buttons are at the bottom right.

4. Complete Step 3: Select Membership and Add to cart (ensure Amount is 0.00) (Refer to image below)



The screenshot shows a web form for Step 3: SELECT MEMBERSHIP. The navigation bar includes 'Step 1: Personal Details', 'Step 2: Member Information', and 'STEP 3: SELECT MEMBERSHIP'. An important note reads: 'IMPORTANT: Select your preferred membership type below by clicking **Add to Cart** then click **proceed to checkout**.' The form content includes: 'CORPORATE NOMINEE', 'Term dates' (9/1/2021 to 6/30/2022), 'Dues Payments' section with a table, and a 'Subtotal 0.00' with 'Add to Cart' and 'Previous' buttons.

| Item | Unit Price | Quantity | Amount |
|--|------------|----------|--------|
| <input checked="" type="checkbox"/> Nominated Employee Fee | 0.00 | 1 | 0.00 |


New Member Instructions

5. **Complete 3: Once a green tick is indicated, click Proceed to Checkout. (Refer to image below)**

Step 1: Personal Details **Step 2: Member Information** **STEP 3: SELECT MEMBERSHIP**

IMPORTANT: Select your preferred membership type below by clicking **Add to Cart** then click **proceed to checkout**.

CORPORATE NOMINEE

 This item has been added to your cart [View Cart](#)

Term dates 9/1/2021 to 6/30/2022

Dues Payments

| Item | Unit Price | Quantity | Amount |
|--|------------|----------|--------|
| <input checked="" type="checkbox"/> Nominated Employee Fee | 0.00 | 1 | 0.00 |

Subtotal 0.00

[Update Cart](#)


[Proceed to Checkout](#)

[Previous](#)

6. **Final step: Submit order**

Shopping cart

ITEMS

| Item | Quantity | Price | Total | |
|--|----------|-------|-------|------------------------|
|  Corporate Nominee (9/1/2021 - 6/30/2022) | 1 | 0.00 | 0.00 | Remove |

[Update](#)

CART CHARGES

| | |
|--------------------------------|-------------|
| Item total | 0.00 |
| Shipping | 0.00 |
| Handling | 0.00 |
| TRANSACTION GRAND TOTAL | 0.00 |

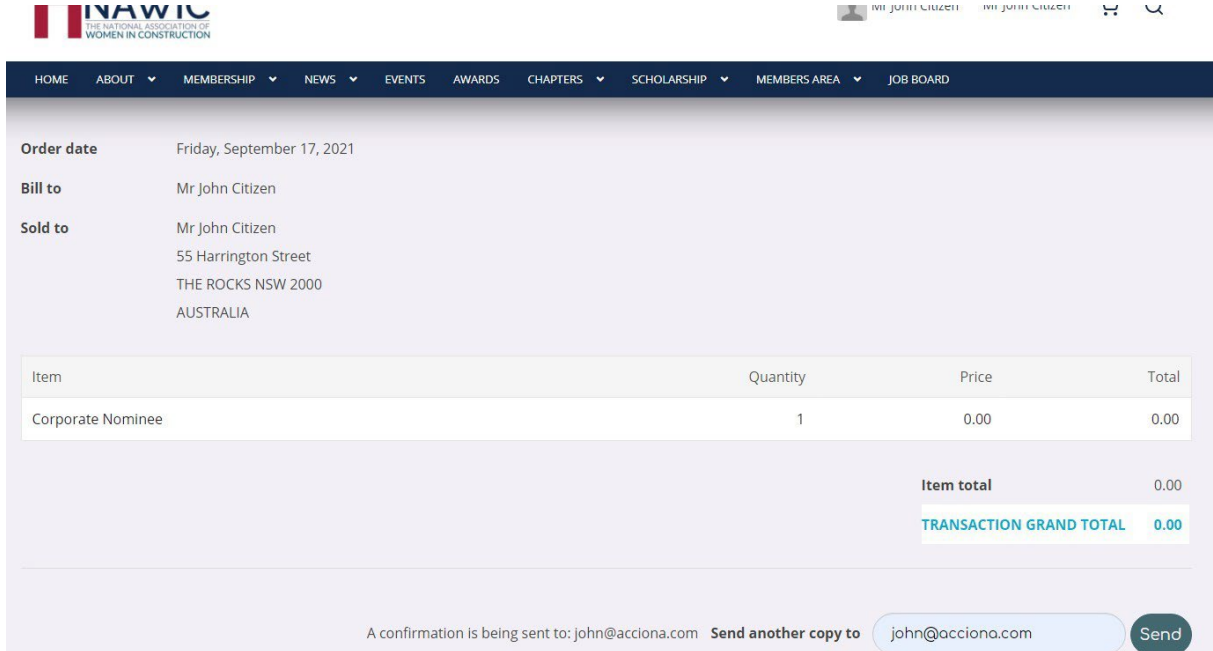
Promotional code [Apply](#)

Enter your name exactly as it appears on your credit card.

[Submit Order](#)

New Member Instructions

7. **Confirmation of membership. If you would like a copy sent to your email, type email details and click send.**



The screenshot shows a web form for membership confirmation. At the top left is the NAWIC logo. A navigation menu includes: HOME, ABOUT, MEMBERSHIP, NEWS, EVENTS, AWARDS, CHAPTERS, SCHOLARSHIP, MEMBERS AREA, and JOB BOARD. The form fields are:

- Order date:** Friday, September 17, 2021
- Bill to:** Mr John Citizen
- Sold to:** Mr John Citizen, 55 Harrington Street, THE ROCKS NSW 2000, AUSTRALIA

| Item | Quantity | Price | Total |
|--------------------------------|----------|-------|-------------|
| Corporate Nominee | 1 | 0.00 | 0.00 |
| Item total | | | 0.00 |
| TRANSACTION GRAND TOTAL | | | 0.00 |

At the bottom, it says: "A confirmation is being sent to: john@acciona.com". There is a button "Send another copy to" followed by an input field containing "john@acciona.com" and a "Send" button.

If you have any issues with creating your membership, please contact membership@nawic.com.au.