

How To: Add Membership to Profile

Revised 12 June 2023



1. Enter / Update Contact Information.

When you login to your INCOSE profile, you have the option to update your personal information and join as a member.



Welcome to INCOSE

We're glad you're here.



Danyelle Dawn danni.deroche@outlook.com 931 35th Ave Forest grove, OR 97116 What would you like to do?

Update my Profile
Join INCOSE
Go Home

Selecting this link will direct you to your profile information page where you will verify your personal information before proceeding with adding your membership.

Membership Status: Non-Member

INCOSE.ORG v My Profile v Account v Membership v Certifications v Store v

Join/Renew INCOSE, Chapter, Working Group

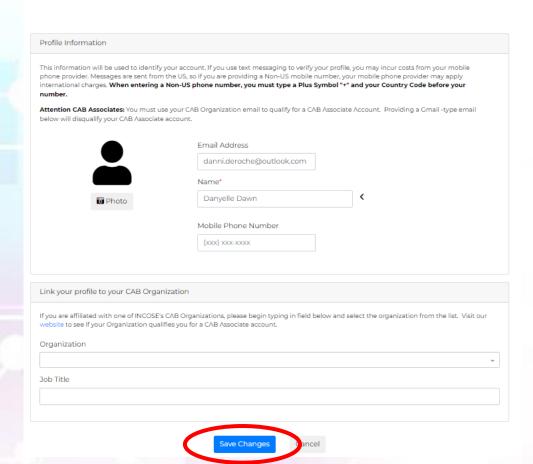
Search Organization Directory

This is just another way to Join INCOSE in your profile.



2. Review Information & Proceed.

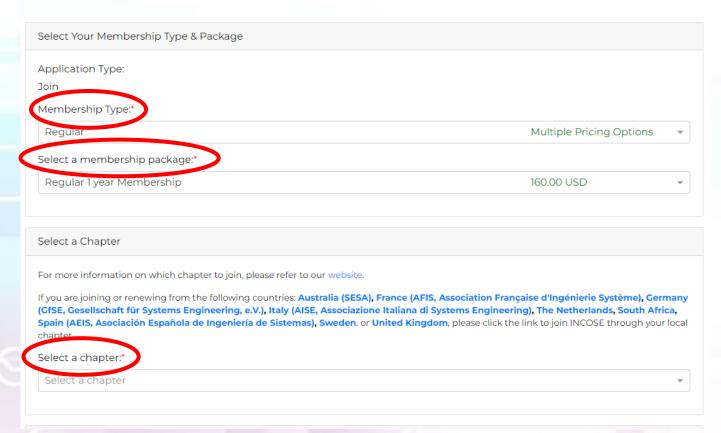
INCOSE Profile Updates



If the information is correct, click "Save Changes", you should be redirected to the page allowing you to add the membership package to your profile.



3. Select Membership Type, Package & Chapter.



Note: If you are a member from Australia, France, Germany, Italy, The Netherlands, South Africa, Spain, Sweden, or the United Kingdom, you must join through the local chapter (by clicking the links on the page pictured above), or you will be considered a "Member-at-Large".

There are three (3) membership types:

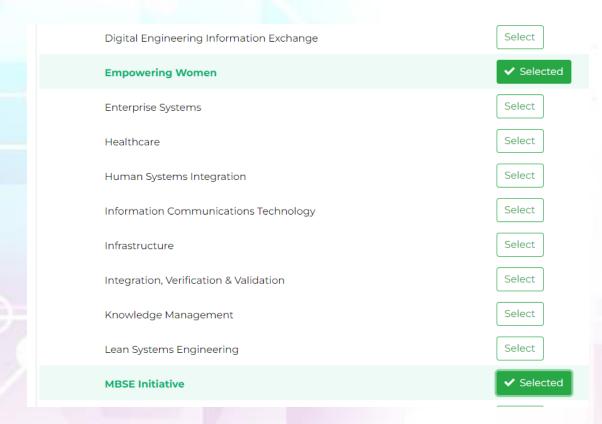
- 1. Regular Member
- 2. Senior (Age of 65 and older)
- 3. Student (Must be enrolled ¾ of Full-Time)

All three (3) of these offer the option to join or renew for:

- 1. One-Year (1)
- 2. Three-Years (3)
- 3. Five-Years (5)
- All memberships are for the full year
 - i.e., 27 May 2023 27 May 2024.
- INCOSE does offer PPP Discounts, which will be automatically calculated based on the primary address in your profile. You can view the policy <u>here.</u>



4. Join Working Groups (WGs).



Select any of the INCOSE WGs or Initiatives that interest you and "join" them. This will add you to their dynamic email list that they use for communications to their members. This is not a requirement; you do not have to join a WG if you do not wish to.



5. Membership Directory & Legal Disclaimer

Member Options

If you choose to Renew Automatically, you must have a valid Credit Card saved when you process your membership. Saved Credit Cards made for Store Purchases, for example cannot be used for auto-renewal unless processed for your membership as well.

Renew Automatically

Do Not Show In Directory

Lacknowledge that I have read and understood the INCOSE Policies, Code of Ethics and Privacy Statement. I hereby accept and agree, as a condition of my membership with INCOSE, to be bound by these terms. Check the checkbox to specify that you agree and accept these terms. Visit www.incose.org/privacy, www.incose.org/ethics, and www.incose.org/policies to review the INCOSE privacy and ethics statements, and policy and bylaws. *

This is the ONLY box you are REQUIRED to check on this page! The other two (2) are optional.



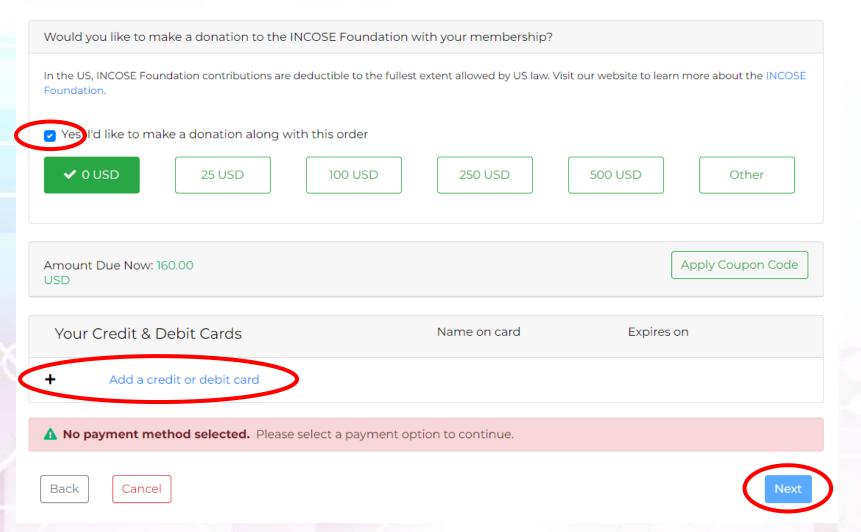
By checking the box to "Renew Automatically" you are agreeing to allow INCOSE to automatically charge that same card each year for the renewal of your membership. If you do not wish to allow this DO NOT CHECK THIS BOX.

By checking the box to "Do Not Show In Directory" you will not be featured in our Membership Directory, you will also not be able to access the Membership Directory.

You must also check the box acknowledging your understanding INCOSE's Policies, Code of Ethics and Privacy Statements in order to proceed, and then you can click "Next".



6. Payment Method



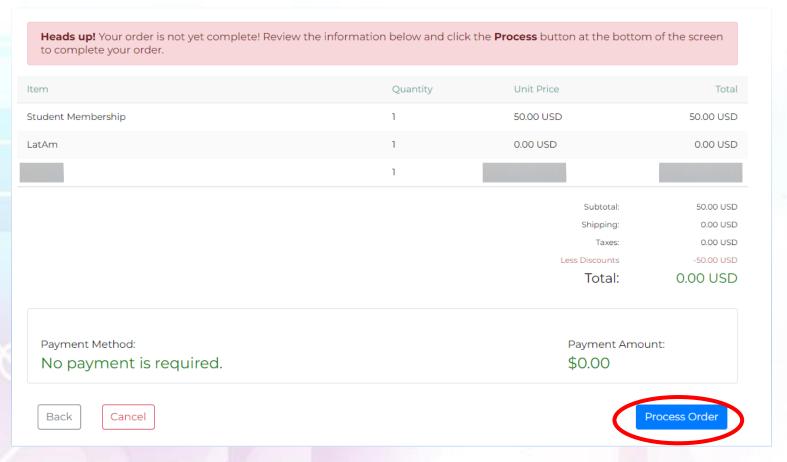
You are given the option to donate to the INCOSE Foundation, this donation helps support their Global Member Project, for information click here. If you do not wish to donate you can simply uncheck the box.

Add your debit or credit card information. If you selected to "Auto-Renew" your membership this is the card that will be charged for future renewals.

You will not be able to click "Next" until your payment information is entered fully and correctly.



7. Finalization of Order(s).



If you have any questions or issues, please contact helpdesk@incose.net.

You will review your entire "Order" here. This will include:

- Membership Package
- Chapter Choice
- Any Working Groups (WGs) you joined

If everything is correct, click on "Process Order". You will receive the confirmation message below. Clicking the "Continue" button will take you back to your profile and you can begin to take advantage of the benefits of being an INCOSE Member!



