



How To: Create a New Profile and Add Membership

Revised 12 June 2023



1. Accessing the Member Portal.

Select "Sign Up on our Member Portal" or [click here](#) to go to the Portal.

Join INCOSE

Individual Membership

To Join INCOSE, first **Sign Up on our Member Portal**

Then, select **Join/Renew** under the Membership Menu in your User Profile.

(see below if you're from Australia, France, Germany, Israel, Italy, The Netherlands, South Africa, Spain, Sweden, or the United Kingdom)

Trouble logging in? Email join@incose.net or call us at 800-366-1164 or +1 858-541-1725

[Learn more about the benefits of INCOSE membership](#)

Membership Rates

(see details and eligibility below)

- Regular Individual Members - \$160.00
- Senior Members - \$90.00
- Student Members - \$50.00
- PPP2 and PPP3 Country Members - \$80.00-\$120.00 (see details below)

Corporate Advisory Board (CAB) Associate Accounts

Companies and institutions that work in and support systems engineering in government and commercial business sectors gain knowledge, access, influence, visibility, and contacts through membership in the Corporate Advisory Board. CAB Associates are eligible to receive limited benefits through their relationship with the CAB organization. The CAB organization email must be used in order to qualify for this CAB Associate account.

- CAB associate member accounts should complete the Login above. Select Set up your account. Once your account is set up, you will be able to select *Affiliate with a CAB Organization* in your Profile.

CAB Associates with an active account AND who have never been an INCOSE Individual member, are eligible to join INCOSE as an Individual Member at a discounted Transition Fee.

Employees/students of a CAB Organization who are not INCOSE individual members are able to sign up for a CAB Associate account. Check the list to see if your organization is a approved CAB Organization. If you find your organization, and are not an individual member, you can join as a CAB Associate in order to obtain access to specific CAB Associate benefits.

Please note, you **MUST** use your organization e-mail to create a CAB Associate account. It may take up to 48 hours for your account to be approved and activated. If you receive any error messages, email info@incose.net for further assistance.



2. Initial Login Screen.

Select the tab to “Set Up an Account” and enter in your information in all four (4) fields.

This is a screenshot of the INCOSE initial login screen. The "Set Up an Account" tab is selected and highlighted with a red circle. The form contains the following fields: an email field with the placeholder "yours@example.com", a password field with the placeholder "your password", a first name field with the placeholder "Enter your first name", and a last name field with the placeholder "Enter your last name". At the bottom, there is a blue button labeled "SET UP >".

Log In **Set Up an Account**

By signing up, you agree to our terms of service and privacy policy.

SET UP >

This is a screenshot of the INCOSE initial login screen, similar to the previous one but with example data entered. The "Set Up an Account" tab is selected. The form contains the following fields: an email field with the value "alexandra.kowalski@incose.ne", a password field with masked characters "*****", a first name field with the value "Alexandra", and a last name field with the value "Kowalski". At the bottom, there is a blue button labeled "SET UP >".

Log In Set Up an Account

By signing up, you agree to our terms of service and privacy policy.

SET UP >

Note: If you had an account with INCOSE before the system update, please enter in the email that you used to use to login to www.incose.org previously. For security reasons, we did not migrate your old password over, so this is a NEW password that you will use to login going forward. You are free to use the same password as before if you would like, but it is not required.



3. Checking for Existing Records.

Enter your full name to check for existing / duplicate accounts and then click “Check for Existing Records”.

Welcome!

We tried to find an individual in our database with your email address, but we couldn't. Sometimes people are in our system under an email from a former employer, or another personal account... so before we create a new account for you, we'd like to make sure you're not already in our database.

How does this work?

- First, you tell us your full name
- Then, we'll scan our system to see if you might already be in our database
- If so, we'll send a verification code to your email or mobile phone
- If not, we'll go ahead and create a brand new record for you in our database.

Alexandra Kowalski

Check for Existing Records

Logout & Start Over

It is important that you try and enter your name in as closely as possible to how you might have entered it in our old system. This will link your old profile information (i.e., INCOSE Member number, Certifications, Chapter information, etc.) to your profile in the new system.



4. Locating Previous Profile Information (if applicable).

See points 4.a. **No Matches** & 4.b. **There's a Match** below for further instructions depending on your situation.

4.a. No Matches:

If none of the existing accounts belong to you, use the green, "Select" button for "None of the Above" and click "Continue".

****Continue to Next Slide****

If you know you are a previous member, and the system does not locate your record, please do not make a new account. Please stop at this step and send an email to helpdesk@incose.net for assistance.

4.b. There's a Match:

If one of the records matches your information, you should use the green "Select" button and click "Continue".

****Skip to Slide #8****

Any of these look familiar?

Below is a list of the individual records we think might belong to you. Select the first record that looks like it is yours. If no records appear to belong to you, select **None of the Above**.

Alexandra Kowalski
(858)*****25

alexa****@univmgt.com

Select

None of the Above

It doesn't look like any of these records are mine. Let's create a brand new account.

✓ This is me

Continue

Go Back

Any of these look familiar?

Below is a list of the individual records we think might belong to you. Select the first record that looks like it is yours. If no records appear to belong to you, select **None of the Above**.

Alexandra Kowalski
(858)*****25

alexa****@univmgt.com

✓ This is me

None of the Above

It doesn't look like any of these records are mine. Let's create a brand new account.

Select

Continue

Go Back

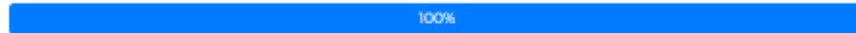


5. Account Creation (4.a. No Match).

You will be redirected to this page, confirming that this is your first time creating an account with INCOSE.

Welcome!

It looks like this is your first time here. Let's get you set up.



Looks like you're not currently linked to an organization.



It looks like your e-mail belongs to a new/unknown organization.



You are now linked to a new/unknown organization.



Your contact record has been created.



Your user and contact records have been linked.



Operation Completed Successfully.

Continue

By clicking "Continue" you will have completed your initial profile set up and will be sent to your profile page for email verification. **Skip to Slide #9**

Note: Your INCOSE Member ID is located next to your name in the top right corner.



Daryle Dawn #400642



Verify your email address.

In order to start using this system, you need to verify your email address by clicking on the link that was sent to you.

Resend Verification Email

Logout & Start Over



5. Account Verification (4.b. There's a Match).

You will be redirected to this page and will be given options to verify your previous profile information.

Let's Verify Your Identity

In order to verify your identity, we need to send you a short code. How should we send the code?

- ☒ Send verification code to email: alexa****@univmgt.com
- ☐ Send verification code via text/SMS to: (858)*****25
- ☐ Voice call with verification code: (858)*****25
- ☐ I do not have access to any of these verification options

Send Verification

Go Back

Note: Verifying via text/SMS or Voice Call could incur charges from your wireless carrier. INCOSE is not responsible for paying these and suggest that you use the email verification option as a best practice.



6. Enter / Update Contact Information.

Once you have verified your email address, you will be logged into your profile and have the option to update your personal information and join INCOSE as a Member or CAB Associate.

If you are joining INCOSE as a member for the first time, then you will need to complete your membership by selecting “Join INCOSE” and follow the process steps. Please continue to the next slide for directions on how to join as a member.

What would you like to do?

[Update my Profile](#)
[Join INCOSE](#)
[Go Home](#)

If you are joining INCOSE as a CAB Associate for the first time, then you will need to select “Affiliate with a CAB Organization”. You can find those steps linked here: [insert OneDrive link to how-tos.](#)

What would you like to do?

[Update my Profile](#)
[Affiliate with a CAB Organization](#)
[Join INCOSE](#)
[Go Home](#)

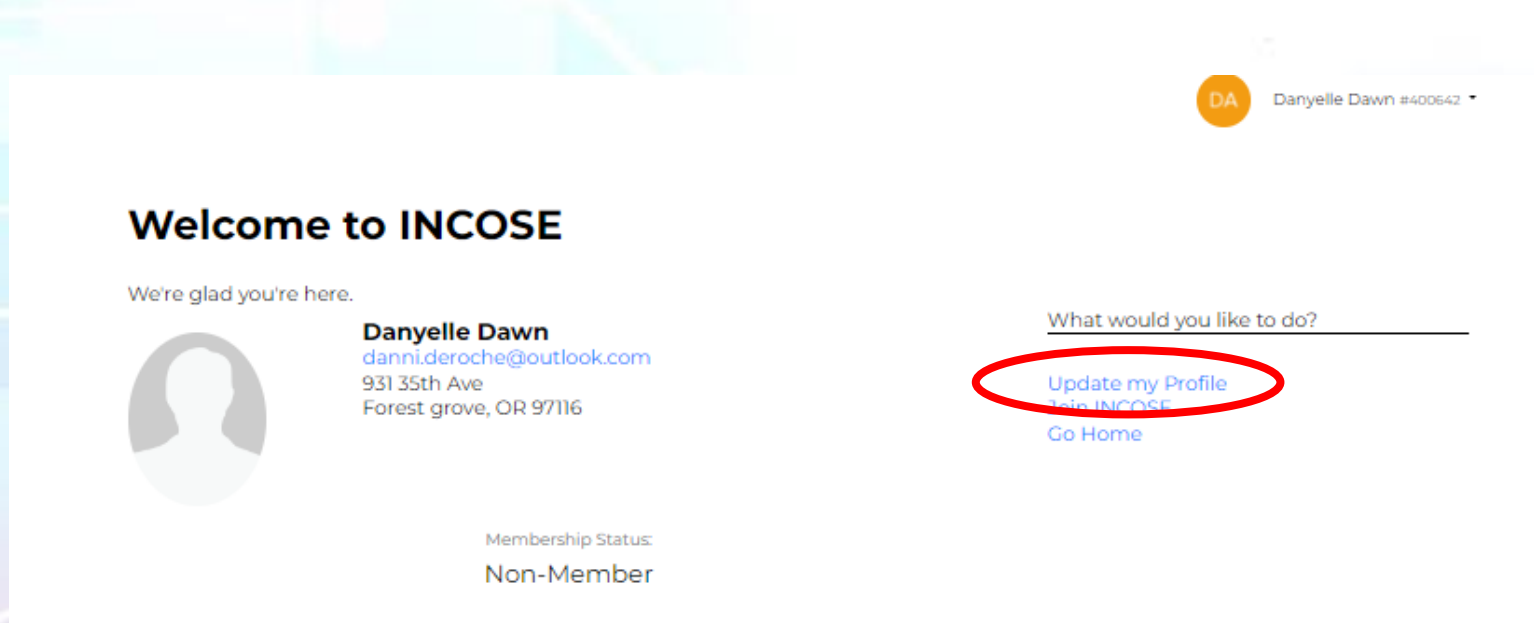
Note: If your primary email address is not the same domain as the ones provided by your CAB Organization, you will not see this option (a Gmail, Yahoo, etc. will not allow you to be a CAB Associate). You will have to update your email, and possibly reverify.

If you have any questions or issues, please do not hesitate to contact helpdesk@incose.net.



8. 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.



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





10. Review Information & Proceed.

INCOSE Profile Updates

Profile Information

This information will be used to identify your account. If you use text messaging to verify your profile, you may incur costs from your mobile phone provider. Messages are sent from the US, so if you are providing a Non-US mobile number, your mobile phone provider may apply international charges. **When entering a Non-US phone number, you must type a Plus Symbol "+" and your Country Code before your number.**

Attention CAB Associates: You must use your CAB Organization email to qualify for a CAB Associate Account. Providing a Gmail -type email below will disqualify your CAB Associate account.

Email Address

Name*

Mobile Phone Number

Link your profile to your CAB Organization

If you are affiliated with one of INCOSE's CAB Organizations, please begin typing in field below and select the organization from the list. Visit our [website](#) to see if your Organization qualifies you for a CAB Associate account.

Organization

Job Title

Save Changes

Cancel

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.



11. Select Membership Type, Package & Chapter.

Select Your Membership Type & Package

Application Type:
Join

Membership Type:*
Regular Multiple Pricing Options ▼

Select a membership package:*
Regular 1 year Membership 160.00 USD ▼

Select a Chapter

For more information on which chapter to join, please refer to our [website](#).

If you are joining or renewing from the following countries: [Australia \(SESA\)](#), [France \(AFIS, Association Française d'Ingénierie Système\)](#), [Germany \(GfSE, Gesellschaft für Systems Engineering, e.V.\)](#), [Italy \(AISE, Associazione Italiana di Systems Engineering\)](#), [The Netherlands](#), [South Africa](#), [Spain \(AEIS, Asociación Española de Ingeniería de Sistemas\)](#), [Sweden](#), or [United Kingdom](#), please click the link to join INCOSE through your local chapter.

Select a chapter:*
Select a chapter ▼

There are three (3) membership types:

1. Regular Member
2. Senior (Age of 65 and older)
3. Student (Must be enrolled $\frac{3}{4}$ 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 [here](#).

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”.



12. Join Working Groups (WGs).

Digital Engineering Information Exchange	Select
Empowering Women	✓ Selected
Enterprise Systems	Select
Healthcare	Select
Human Systems Integration	Select
Information Communications Technology	Select
Infrastructure	Select
Integration, Verification & Validation	Select
Knowledge Management	Select
Lean Systems Engineering	Select
MBSE Initiative	✓ Selected

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.



13. 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

☐ I acknowledge 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.

Next

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”.



14. Payment Method

Would you like to make a donation to the INCOSE Foundation with your membership?

In the US, INCOSE Foundation contributions are deductible to the fullest extent allowed by US law. Visit our website to learn more about the [INCOSE Foundation](#).

☒ Yes I'd like to make a donation along with this order

Amount Due Now: 160.00 USD

Your Credit & Debit Cards	Name on card	Expires on
<div><div>+</div><div>Add a credit or debit card</div></div>		

⚠ No payment method selected. Please select a payment option to continue.

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.



15. Finalization of Order(s).

Heads up! Your order is not yet complete! Review the information below and click the **Process** button at the bottom of the screen to complete your order.

Item	Quantity	Unit Price	Total
Student Membership	1	50.00 USD	50.00 USD
LatAm	1	0.00 USD	0.00 USD
	1		

Subtotal:	50.00 USD
Shipping:	0.00 USD
Taxes:	0.00 USD
Less Discounts	-50.00 USD
Total:	0.00 USD

Payment Method:
No payment is required.

Payment Amount:
\$0.00

Back

Cancel

Process Order

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!



Membership Order Processed Successfully

We've successfully processed your membership order.

→ Continue