



# How To: Transition from CAB Associate to Individual Member

Revised 5 June 2023



# 1. Navigating the Home Page.

Select "Join Us" or [click here](#) to go directly to the portal.


This option is found at the top right corner of the home page.




A better world through a systems approach

New!  
Search

ENHANCED BY 

 Join us

 Login



## INCOSE NEW MEMBER PORTAL LAUNCHED

Our new member management system is now live. When you use the login link above, you'll be given instructions on how to set up your new login, a one-time process. Please let us know right away if you experience any issues at [helpdesk@incose.net](mailto:helpdesk@incose.net).



## 2. Navigating your Profile Page.

Select the “Membership” Tab and then “Join/Renew INCOSE, Chapter, Working Group”

INCOSE.ORG ▾

My Profile ▾

Account ▾

Membership ▾

Certifications ▾

Store ▾

INCOSE.ORG ▾

My Profile ▾

Account ▾

Membership ▾

Certifications ▾

Store ▾

# Welcome

We're glad you're h

Join/Renew INCOSE, Chapter, Working Group

Search Organization Directory

# Welcome to INCOSE

We're glad you're here.



### 3. Updating your Profile.

Select "Renew your Membership" and click "Next"

## INCOSE Profile Updates

What would you like to do?

Join INCOSE	Select
<b>Renew your membership</b>	<b>✓ Selected</b>

Next




## 4. 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.



## 5. Select Membership Type, Package & Chapter.

Under “Membership Type”, select “Regular” and under Membership Package”, select “CAB Associate Transition”. Then choose the Chapter you wish to join.

### INCOSE Profile Updates

1 — 2 — 3 — 4  
SELECT PACKAGE ORDER DETAILS REVIEW ORDER COMPLETE

Select Your Membership Type & Package

Application Type:  
Renewal

Membership Type:\*  
Regular Multiple Pricing Options

Select a membership package:.\*  
CAB Associate Transition 105.00 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

**Note:** The option of “CAB Associate Transition” will only appear if this is your first time joining INCOSE as a member. If you have been a regular member in the past, then you will not be able to join again at the transition rate.

You will be able to use this Associate Transition rate for 2-years of membership, after that you will be required to pay the full regular membership rate.



## 6. Join Working Groups (WGs).

Digital Engineering Information Exchange	Select
<b>Empowering Women</b>	✓ 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
<b>MBSE Initiative</b>	✓ 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.



## 7. 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](http://www.incose.org/privacy), [www.incose.org/ethics](http://www.incose.org/ethics), and [www.incose.org/policies](http://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”.





## 8. Payment Method & Billing Information.

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
<input checked="" type="button" value="+"/> Add a credit or debit card		

**⚠ 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.



## 9. 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		

***The Payment Amount/Method and Membership type are different in this picture, as it is just an example of the check out screen! You will have a balance here!***

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

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

If you have any questions or issues, please contact [helpdesk@incose.net](mailto:helpdesk@incose.net).