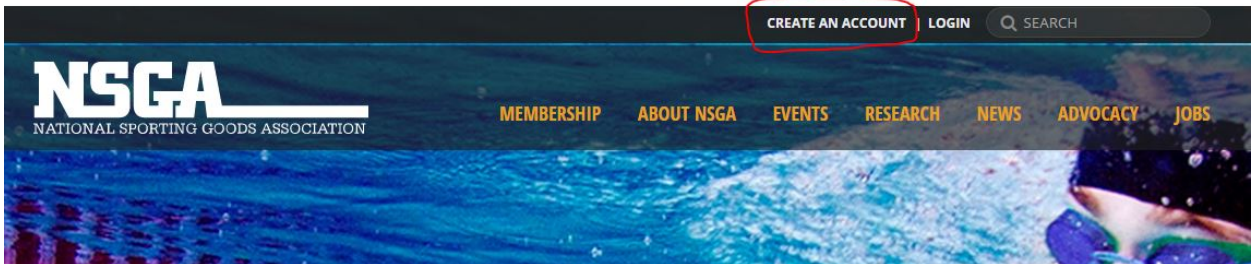


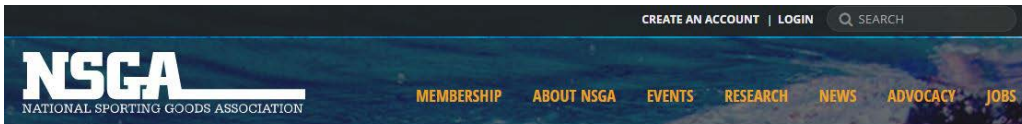
Adding Staff Contacts to Your NSGA Membership Option 1: Staff Members Create Their Own Online Account

1. Go to nsga.org and click on the top right corner to “Create An Account.”



2. Enter your contact information in the appropriate fields.

Important Note: In order to be connected as a member you MUST ENTER YOUR MEMBER ID before you click “Create Your Online Account”. If you do not have access to your member ID please call (800) 815-5422 or email membership@nsga.org and we will happily provide your number for you.



CREATE AN ACCOUNT

ACCOUNT INFO

First Name*

Last Name*

Email*

Password*

Password must: be at least six characters long and contain at least one symbol, one number, and one lowercase and one uppercase letter.



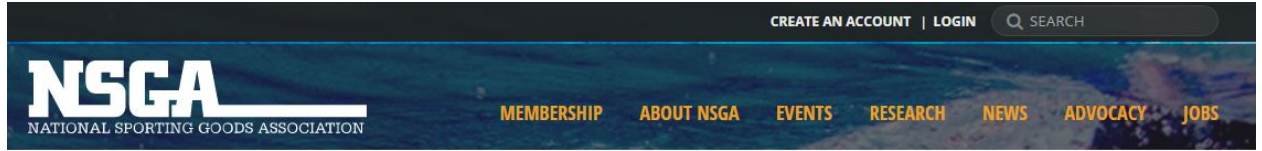
MEMBERSHIP (OPTIONAL)

If you already have an NSGA membership, please enter your NSGA member ID below.

NSGA member ID

[CREATE YOUR ONLINE ACCOUNT](#)

3. You will then confirm your information in one of two ways:
 - a. If we have your email in our system you will see the “Match Found.” Please click “Confirm Account” to move forward.



CREATE AN ACCOUNT

Match Found

That email is already registered in our system. To set a password for this account click "Confirm Account" and you will receive an email with additional instructions.

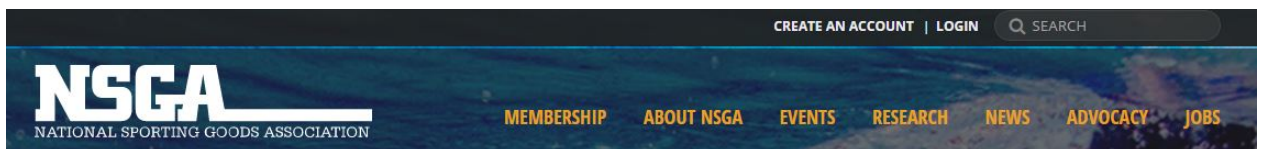
Annie Boehm
Franklin Park, IL
knemec@nsga.org

[CONFIRM ACCOUNT »](#) REGISTER WITH A DIFFERENT EMAIL ADDRESS

- b. If we have a record with very similar information to what you provided (perhaps we just have an old email on file) then you will see a “Similar Users” prompt.
 - i. Please “Confirm Account” if the contact information displayed is still the information you would like associated with your NSGA membership.

OR

- ii. “Continue Registration” using the new information you entered today.



CREATE AN ACCOUNT

Similar Users

We found other users that could be you. If one of these is your account click the "Confirm Account" button to receive an email with additional instructions.

Annie Boehm
Franklin Park, IL
zzyndiboehm@comcast.netzz

[CONFIRM ACCOUNT »](#)

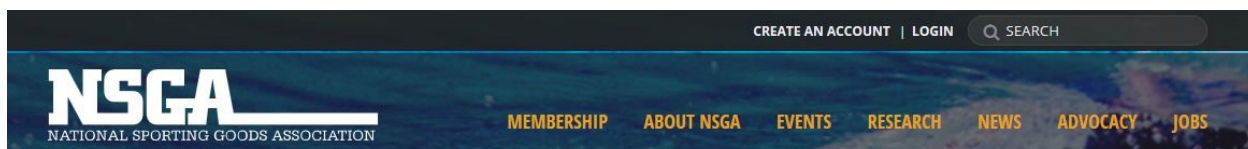
Continue Registration

To continue registration using the details below click the "Continue Registration" link.

Annie Boehm
knemec@nsga.org

[CONTINUE REGISTRATION »](#)

- You will receive a confirmation request in your email inbox. Please click the link in the body of your email to confirm your registration.



CREATE AN ACCOUNT

An account confirmation email has been sent to the address below. Please follow the link to continue the registration process.

wstest68@nsga.org

- Your account information entered will be auto-filled for you to review and approve. You will need to re-add your "Password" and "Confirm Password."

At the bottom of the page you will NEED TO enter your current NSGA Member ID if it did not autofill. You need your member ID to allow you access to your member benefits.

Country*
United States of America ▼

State or Territory
Illinois ▼

Postal Code
60089-1021

Phone

MEMBERSHIP (OPTIONAL)

If you already have an NSGA membership, please enter your NSGA member ID below.

NSGA member ID



CREATE YOUR ONLINE ACCOUNT

- Please click "Create Your Online Account" to complete the process.

7. You will know your online account was created successfully if you see your name on the top bar of the site. Thank you for creating your account. Please enjoy all of the exciting new features!

