Overview

Members can now enroll online!

1. Visit [ieanea.org](http://ieanea.org) and click the “Join Us” link or visit [join.ieanea.org](http://join.ieanea.org).

2. Members will complete the online enrollment application.
   a) An email will be sent to local leaders, letting them know an individual has submitted an enrollment application for verification of membership eligibility and membership type for dues deduction.
   b) If the individual is not a member of the bargaining unit, the local leader should contact their region office and request to have the individual cancelled from the local’s roster.
   c) If the individual’s membership type category is not correct, they are instructed to reach out to the region office to have the membership type category changed.

3. The new member receives a confirmation email once their application is complete and receives a welcome email once their application is processed in IMS.

4. There are multiple membership classification links on the IEA Join Us homepage that will allow new members to join their respective classification:
   - PK-12 Certified - New
   - Educational Support Professional - New
   - Higher Education Certified - New
   - Higher Education ESP - New
   - Pre-Retired
   - Retired
   - Aspiring Educator (Students)
   - Associate Membership
Membership Classification

The new member should select the appropriate **membership classification** according to his/her employment. (Example: Teachers select PK-12 certified, Bus drivers would select PK-12 Education Support Professional, etc.)
Next, the new member will enter their member information.

- The “Classification” should not need changed if he/she selected the appropriate box on the previous screen.
- The “Membership Type” is based on the number of hours worked (based on a full-time employee as set by the local/contract). For any assistance, the member should reach out to their Local Membership Contact. The local Membership Contact may reach out to their IEA region office for any assistance needed.
Employment

Note: It is important that new members select the correct “Employer” and “Local Association Name” on this screen. The employer selected dictates which locals are available in the “Local Association Name” dropdown box.

If an error occurs where a new member signed up with an incorrect local, the local should send an email to IEAMembershipProcessing@ieanea.org and they will review/remedy the situation. IEA Membership Processing monitors this email inbox and will contact the appropriate local to inform the member that they need to re-enroll in their correct local. A new enrollment form is needed in this situation because we must have a valid enrollment form with the members signature associated with the correct local and employer on file.
After selecting the **Employer**, the **Local Association** is filtered to only the **local association** and **worksite(s)** associated with the selected employer.
Dues Information

The Dues Information page displays the dues based on the membership type previously selected. Proration of dues will occur automatically starting October 1st based on the date the new member signs the form electronically. The dues amounts may not be altered with the exception of the NEA FCPE and IEA Crisis Funds.

Please note: The notices under “Total Dues” states “This amount does not include Local Dues”
Personal Information

Fill in all of the appropriate personal information listed. It is very important to include a personal email address to receive emails related to the online enrollment application.
Interests

As an educator you have a close-up view of the opportunities and challenges facing our schools. These questions will help us provide the support you and your school need most.
Authorization

The authorization page is where the new member checks to agree to **Membership Commitment** and **Annual Payment Authorizations**. An electronic signature is also required on this page. Once the new member clicks on **Submit Membership Form**, they will become a member.
Member Email Confirmation

An email is immediately generated to the new member as well as the local President and Membership Contact. This email includes a copy of the signed enrollment form.

Remember: The total does not currently include local dues; therefore the local will need to include the local dues amount on to the enrollment form prior to sending the form to payroll to begin dues deductions. The new member should also be informed of the change in total after adding the local dues amount.
Below is an example of the email generated to the new member upon enrolling.

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Dear John,

Thank you for your submission and interest in becoming a member of the Illinois Education Association-National Education Association (IEA-NEA).

IEA-NEA membership will give you access to benefits that will enhance your career and save you money, both at school and at home. You will receive an email in the next few days that contains confirmation of your IEA-NEA membership enrollment, your individual membership identification number and details on how to access your benefits.

Please note the total dues listed on the IEA-NEA enrollment form does not include local dues. Please contact your local association for the local dues amount.

Please contact IEA Connect if you have any questions at IEAConnect@ieanea.org, by calling (844) 432-1800, or by visiting the IEA website and clicking on the "Let's Talk" button.

Thank You,

Illinois Education Association
Business Services – Membership Processing Department
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Local Leader Email

An email is immediately generated to the Local Membership Contact and Local President on file which includes a copy of their enrollment form. The local leader should inform the new member of the local dues amount that will be included in their total dues deducted and inform the district payroll to begin deducting dues.

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Dear Local Leader,

Attached is a new membership enrollment form received through the Illinois Education Association join.ieaea.org website.

Please review the form to ensure this individual is a member of your bargaining unit and therefore eligible for membership. If so, please verify the membership dues category is correct and immediately inform the district payroll office to begin deducting membership dues.

Please note, the online member enrollment form does not include local dues. Please inform the member of the local dues amount that will be included in the total amount of dues deducted/due.

If the individual is not an eligible member of your bargaining unit, please contact your local region office as soon as possible to have the individual cancelled from your local's roster. If the membership type is incorrect, please contact your local region office as soon as possible with the correct membership type.

If you have any questions regarding this enrollment, please contact IEA Membership Processing at IEAMembershipprocessing@ieaea.org or call (800) 252-8076.

Thank You,
Illinois Education Association
Business Services – Membership Processing Department