PAYMENT REQUIREMENTS AND OPTIONS

BY SUBMITTING MEMBERSHIP ONLINE, YOU AGREE TO PAY THE STATED SKILLSUSA MEMBERSHIP FEES. SERVICES BEGIN WHEN MEMBERSHIP IS SUBMITTED.

IF PAYING BY VISA, MASTERCARD OR AMERICAN EXPRESS: Go to the Edit Training Program screen and click the Invoices button next to your training program. Click Pay Now. To pay for all school invoices, click the School-Wide Invoice button at the bottom of the screen and click the credit card link. Enter your credit card information as requested.

IF PAYING BY CHECK: Please mail a copy of your membership invoice with the check to the address on the invoice. Invoices are paid. Ensure that you provide a current email address when submitting your membership so you can access your professional membership benefits.

NOTE: Payment for all membership submitted is required for your students to be eligible for national competitions and to serve as national voting delegates or national officer candidates.

Mail a copy of your membership invoice and payment to:
SkillsUSA Inc., Attn.: Membership
14001 SkillsUSA Way
Leesburg, VA 20176-5494

ONLINE RESOURCES

Our web resources for advisors and students support active participation and the development of SkillsUSA Framework skills.

ACCESSING THE BENEFITS OF PROFESSIONAL MEMBERSHIP

1. Complete and submit Professional Membership through SkillsUSA REGISTER (register.skillsusa.org). For information on how to submit membership, refer to the SkillsUSA Quick Start Guide on the reverse side of this publication.

2. Once Professional Membership is submitted, the member will receive two emails. The first email — which will come from SkillsUSA REGISTER — will confirm submission of membership. The second email will come from SkillsUSA ABSORB (noreply@myabsorb.com). To validate your professional membership benefits, click on the validation link.

3. The validation link will direct you to a webpage to create a password. Create a password and click the Reset Password button.

4. Once a password is successfully created, a Login button will appear. Click on this button. Log in using the member email as the username and newly created password.

5. Once logged in, the member will now have access to the SkillsUSA ABSORB dashboard. Navigate to the Accessing My Resources section located in the middle of the page and select Professional Membership Benefits.

6. This will open the courses available to the member. Locate and click on the Professional Membership Benefits folder. The benefits will then be displayed. Click Start or Resume to access.

7. Once the account is created, this account can be accessed in several ways:
   - Directly on SkillsUSA ABSORB at absorb.skillsusa.org.
   - In SkillsUSA REGISTER at register.skillsusa.org. After logging in, select the benefits at the bottom of the dashboard.
   - Within SkillsUSA CONNECT (connect.skillsusa.org). After logging in, locate the SkillsUSA ABSORB button on the right side of the Advisor Dashboard.

Call: 844-875-4557 | Email: customerservice@skillsusa.org | Chat: SkillsUSA Register (register.skillsusa.org)
QUICK START GUIDE

Step-by-Step Instructions

1. Go to the SkillsUSA website at www.skillsusa.org and locate JOIN at the top of the page. Click the JOIN button to proceed.

2. If you are a new advisor, you will need to create a login by clicking on the Create Login button. If you are a current advisor, simply log in and proceed to the registration page, then continue to follow the instructions in Step 7.

3. When creating your login for the first time, you will be able to select state, school, and program area. You must have an active chapter to be able to locate your school. If your school is not listed, please click on Can’t Find Your School and request that your school be added.

4. Next, you are required to enter a valid email address and provide a password.

5. If prompted, please answer the Secret Question for password security, then select Create Login.

6. You will be taken back to the Login screen. Use your email address and password to log in.

7. Here you will be able to add members or register for conferences. Select Membership to add members.

8. If you are a new advisor, you will need to Add Training Program (the field you teach).

9. Now you are ready to join members. Select Member to the right of the training program to which you will be adding members.

10. Complete the requested information for each member. Students and professional members should only be entered into one training program to prevent duplicates. Continue to save and add new members until all members have been entered into the system. Be sure to enter yourself as a professional member and change the TYPE field from “student” to “professional.” Include an email address.

11. You are ready to submit your membership to SkillsUSA by selecting Join This Program located at the top of the page. Now the steps for payment will be generated.

12. On the payment page, complete the following fields: Verify Advisor’s Email Address, Opt In, Payment Method, 100% Students Joining, Combined or Split Invoice. Read and accept the statement “Once you click ‘Join Now’ no drops or substitutions can be made and you guarantee to pay the invoiced amount.” Upon completion of all fields, click the final Join Now in bottom left corner.

QUESTIONS? WE’RE HERE TO HELP
For assistance with anything SkillsUSA, including registering members and accessing Professional Membership Benefits, contact the SkillsUSA Customer Care Team.

Monday/Wednesday/Friday (8 a.m. – 5 p.m. ET)
Tuesday/Thursday (11 a.m. – 7 p.m. ET)
Call: 844–875–4557
Email: customercare@skillsusa.org

CONGRATULATIONS!
You have joined SkillsUSA. You are able to return at any time and add new members or print invoices. For assistance in growing your chapter or help in registering members, call the SkillsUSA Customer Care Team toll-free at: 844–875–4557.
PAYMENT REQUIREMENTS AND OPTIONS

By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Services begin when membership is submitted.

If paying by Visa, Mastercard or American Express: Go to the Edit Training Program screen and click the Invoices button next to your training program. Click Pay Now. To pay for all school invoices, click the School-Wide Invoice button at the bottom of the screen and click the credit card link. Enter your credit card information as requested.

If paying by check: Please send a copy of your membership invoice with the check to the address on the invoice.

If using a purchase order: Verify with your accounting department whether a purchase order is required prior to joining members. Then, submit your purchase order and a copy of your membership invoice to your school accounting office for payment. Please follow up to be sure your invoice is paid. Ensure that you provide a current email address when submitting your membership so you can access your professional membership benefits.

Note: Payment for all membership submitted is required for your students to be eligible for national competitions and to serve as national voting delegates or national officer candidates.

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