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, or ACH: 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 checks: Please send a copy of your membership invoice with the check to the address on the invoice. To see full details of payment options, including ACH set-up visit the link: http://bit.ly/SDpaymentoptions

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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 office candidates.

ONLINE RESOURCES

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

SkillsUSA Register, providing inspiring stories and relevant news.

SkillsUSA’s Learning Management System, housing curriculum, including the SkillsUSA Championships register.skillsusa.org

 SkillsUSA’s Advocacy Site, allowing members to contact elected officials and media with messages. advocate.skillsusa.org

 SkillsUSA’s Webstore, offering the latest merchandise and educational resources. shop.skillsusa.org

 SkillsUSA’s Career Essentials site, providing logos, templates and more. careersessentials.skillsusa.org

 SkillsUSA’s Interactive Brand Resource Site, brand.skillsusa.org

 SkillsUSA’s Advocacy Site, allowing members to contact elected officials and media with messages. advocate.skillsusa.org

 SkillsUSA’s Website, providing information about the membership and conference registration. register.skillsusa.org

 SkillsUSA’s Learning Management System, housing curriculum and assessments. absorb.SkillsUSA.org

 SkillsUSA’s webstore, offering the latest merchandise and educational resources. shop.skillsusa.org

 SkillsUSA’s Learning Management System, housing curriculum and assessments. absorb.SkillsUSA.org

 SkillsUSA’s Quick Start Guide on the reverse side of this publication.

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 will come from SkillsUSA ABSORB (noreply@myabsorb.com). To validate your professional member 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 to SkillsUSA ABSORB, the member will be able to locate the Professional Membership Benefits on their dashboard.

6. Once the account is created, this account can be accessed in two 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.
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 Questions 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. Then select Add Member. The Membership Details record will appear.

11. 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 save yourself as a professional member and change the TYPE field from “student” to “professional.” Include an email address.

12. 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.

For assistance with anything SkillsUSA, including registering members and accessing Professional Membership Benefits, contact the SkillsUSA Customer Care Team.

- Call: 844–875–4557
- Email: customercare@skillsusa.org

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)
Chat SkillsUSA Support (register.skillsusa.org)
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.

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.
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- Once logged in to SkillsUSA ABSORB, the member will be able to locate the Professional Membership Benefits on their dashboard.
- If the email is not received, please check spam/ Hamburg spam folders.
- The validation link will direct you to a webpage to create a password. Create a password and click the Reset Password button.
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