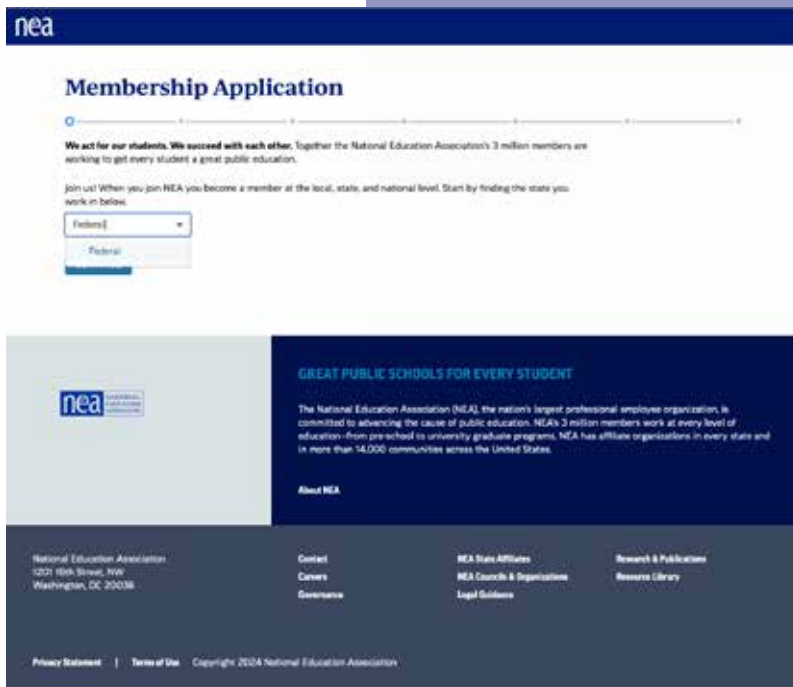


Enrolling for Membership

Your Guide to Joining Your Professional Association via JoinNow



The screenshot shows the NEA Membership Application page. At the top left is the 'nea' logo. The main heading is 'Membership Application'. Below it is a progress bar and a mission statement: 'We act for our students. We succeed with each other. Together the National Education Association's 3 million members are working to get every student a great public education.' A section titled 'Join us!' explains that members can be at local, state, or national levels, and provides a dropdown menu for 'Federal'. The footer contains the NEA logo, contact information (1201 16th Street, NW, Washington, DC 20036), and a grid of links for Contact, Careers, Governance, NEA State Affiliates, NEA Councils & Organizations, Legal Guides, Research & Publications, and Resource Library. Copyright information for 2024 is also present.



Thank you for your interest in using the NEA JoinNow system to enroll in your professional Association.

When you complete the JoinNow process, you will enroll as a member of your Local Association, the Federal Education Association (FEA), and the National Education Association (NEA).

During the enrollment process, you will be able to select whether you wish to pay your Association dues by Electronic Funds Transfer (EFT) or by Credit Card. Those payment transactions will be conducted via NEA's AutoPay system, which also handles EFT and Credit Card payments for existing Association members.

All EFT and Credit Card transactions will be conducted through Bank of America, which has worked with NEA to develop the AutoPay system as a secure site.

In case you are not familiar with EFTs, they are transactions in which funds from your bank account are electronically transferred to another entity's account (in this case, FEA's account at Bank of America) in order to pay a bill or obligation you have. You may, for example, already use EFT services through your bank to pay monthly utility bills or other recurring expenses.

Before you begin the process of enrolling for membership through the JoinNow system, you will need the following information:

- Your **mailing address** (please use AP or AE addresses for Overseas locations, rather than in-country street addresses), **phone and personal email** (do not use a DoDEA or other government-provided email account).
- Your **job title, school name, Full Time or Part Time status**, and whether you are a **Certified** employee (teachers, counselors, psychologists, SPLs, etc.) or an **ESP, Education Support Professional** (aides, custodians, bus drivers, etc.). **To enroll via JoinNow, an ESP must be assigned to a Stateside location with an FEA Local ESP Association** (Ft Campbell, Ft Knox, Ft Stewart, Camp Lejeune, Guam, and West Point). ESPs at any other location should speak with their FEA Faculty Representative Spokesperson (FRS)/Building Representative for information on joining the Association.
- The **routing and account numbers** for the checking or savings account from which you will pay your dues if using EFT (we recommend you use the same account to which your bi-weekly pay deposit from the government is made), or the **Credit Card number** you intend to use

If you have questions or concerns at any time about the process of enrolling for membership, please check with your FEA Faculty Representative Spokesperson (FRS) or Building Representative, who can help you obtain answers.

Thank you again for your interest in enrolling for membership via the JoinNow system!

EXISTING ASSOCIATION MEMBERS, PLEASE NOTE: JoinNow is not used to make changes to your payment method. If you wish to do so, please go to www.feaonline.org/autopay

Before we begin, let's answer some commonly asked questions:

Can all categories of new member enroll via JoinNow?

JoinNow is designed to enroll new Active members worldwide and ESP members at Stateside Local Associations that are part of the Stateside ESP bargaining unit. JoinNow is not available for Associate, Student or Substitute members. Nor is it available for members who are new to a particular school but who were Association members at a different DoDEA school last year. Those excluded types of members must complete a membership form. ESP members at Overseas locations and locations outside the Stateside ESP bargaining unit cannot use JoinNow.

Is the NEA dues payment system secure?

NEA and Bank of America staff monitor for security issues and we've been assured their systems meet or exceed all industry standards for data security. The best steps you can take to protect your information are to not share your account information with anyone, to never use a public computer or public internet connection to access secure sites, and to make sure your computer is protected by up-to-date security software and firewalls.

Will I be paying more (or less) in dues as a result of enrolling via JoinNow?

Your total dues obligation will be exactly the same under JoinNow/AutoPay as it would have been had you utilized payroll deductions or simply paid by cash or check.

Do I have to re-enroll for membership every year?

No. Your dues payments will be set up as recurring payments and your membership will renew automatically until you inform the Association in writing that you want to end your membership. You will be emailed a notice before a new school year's payments begin, informing you of any changes to dues amounts and providing information on how to make changes to or end your AutoPay deductions.

What options will I have for paying my dues when I enroll via JoinNow?

JoinNow allows new members to pay via credit card (lump sum only) or via Electronic Funds Transfer (EFT) in either a lump sum or installments. Members are highly encouraged to select the EFT option of payment because of credit card fees charged to the Association.

What happens if there is a mistake with my dues payment?

We are working very hard to make sure that does not happen. However, if you suspect any sort of error, please contact the FEA office immediately by emailing Gary Hritz (ghritz@nea.org) or Nereyda Jones-Luciano (njones@nea.org). We will work with you to correct the problem QUICKLY! We are grateful to you for your membership and we want you to rest assured that you will not have to wait months or years for resolution if any errors do occur.

If you have other questions about this process we have not covered, please contact Gary Hritz at FEA's Washington DC office:

ghritz@nea.org

READY TO ENROLL VIA JoinNow? LET'S BEGIN!

Enrolling for membership in your professional Association via JoinNow is very simple. The entire process typically takes less than 10 minutes to complete.

PLEASE BE SURE TO ONLY ACCESS THE JoinNow SYSTEM USING THE LINK PROVIDED TO YOU BY FEA AT www.feaonline.org/joinnow

AS WITH ALL ELECTRONIC TRANSACTIONS, YOU SHOULD ALWAYS BE WARY OF HOAXSTERS AND SCAM ARTISTS TRYING TO GAIN ACCESS TO YOUR PERSONAL AND FINANCIAL INFORMATION.

IF YOU HAVE A CONCERN ABOUT ANY COMMUNICATION YOU EVER RECEIVE REGARDING YOUR MEMBERSHIP AND/OR DUES PAYMENTS, PLEASE CONTACT FEA DIRECTLY AT 202 822 7850 OR EMAIL NEREYDA JONES-LUCIANO (njones@nea.org) OR GARY HRITZ (ghritz@nea.org) AND WE WILL GET YOU THE ANSWERS AND INFORMATION YOU NEED.

NO ONE WILL EVER FAULT YOU FOR BEING OVERLY CAUTIOUS WHEN IT COMES TO YOUR PERSONAL AND FINANCIAL INFORMATION!

Please contact Nereyda or Gary any time you have questions or concerns!

STEP 1

Go to www.feaonline.org/joinnow and use the link on that page reading “Access the JoinNow Platform by Clicking Here” to access JoinNow and enroll as a member of the Association.

(note: The URL at the top of the NEA JoinNow page you will be taken to is <https://www.mynea360.org/s/join-now>)

Once you use the above-referenced link to go to the NEA JoinNow, the page you will see will look like the image to the right.

The first question you will be asked is to identify the state in which you work.

You must answer “Federal” to be enrolled as a member of the Federal Education Association.

Members at Stateside locations should be especially mindful to select “Federal” rather than the U.S. state in which you actually work, otherwise the system will try to enroll you for membership in that state’s NEA affiliate, which is not possible since your school is not part of that state Association’s bargaining unit. Information for DoDEA schools only appears if you properly select “Federal” as your work state.

The screenshot shows the NEA Membership Application page. At the top, the NEA logo is visible. The main heading is "Membership Application". Below this, there is a navigation bar with a search icon. The main content area features a message: "We act for our students. We succeed with each other. Together the National Education Association's 3 million members are working to get every student a great public education." Below this, a question asks "Join us! When you join NEA you become a member at the local, state, and national level. Start by finding the state you work in below:". A dropdown menu is shown with "Federal" selected. Below the dropdown, there is a "Continue" button. The footer contains the NEA logo, contact information, and a list of links including "Contact", "Careers", "Governance", "NEA State Offices", "NEA Council & Organization", "Legal Solutions", "Research & Publications", and "Resource Library".

Select “Federal” as the state in which you work and then click the “Continue” button.

STEP 2

Provide your personal and mailing information

Enter your personal and mailing information per the field in the form. Please note the following:

- **Overseas employees should enter their military (AP or AE) mailing address**, rather than their in-country street address. Both “AE” and “AP” are options in the state field. **Stateside employees (including Guam) should enter their standard home mailing address.**
- **All employees, regardless of location, should select “United States” as their country.**
- The JoinNow system can accept international phone numbers, but a U.S. number is preferred if you have one
- **You MUST enter a personal home (non DoDEA) email on the page.** This is so we are certain we have a valid email at which to send an enrollment confirmation email and other Association information.

Membership Application

Becoming a member of the National Education Association and your State and Local Affiliates connects you with a movement of education supporting each other. Fill out the information below to get one step closer to joining the movement. At least one email address and phone number are required to continue. Personal email is preferred as many states prohibit the use of work emails for our communications.

PERSONAL INFORMATION

First Name
[First Name]

Last Name
[Last Name]

Date of Birth
[Date of Birth]

Home Email
[Home Email]

Verify Home Email
[Verify Home Email]

Mobile Phone
 Check here for international number
[Mobile Phone]

Home Phone
 Check here for international number
[Home Phone]

Receive SMS/Text Messages™
Automated text message alerts from the National Education Association, its state and local affiliates, NEA Member Benefits, and NEA360. Recurring messages. Message and data rates may apply. To unsubscribe text STOP at any time. Visit [NEA.org/terms](#) for Terms and Conditions and Privacy Policy.

MAILING INFORMATION

Street Address
[Street Address]

Apt/Suite (optional)
[Apt/Suite]

City
[City]

State
[State]

Zip Code
[Zip Code]

Country
[Country]

Back CONTINUE

neafederal.org

GREAT PUBLIC SCHOOLS FOR EVERY STUDENT

The National Education Association (NEA), the nation's largest professional employee organization, is committed to advancing the cause of public education. NEA's 3 million members work at every level of education—from preschool to university graduate programs. NEA has affiliate organizations in every state and in more than 14,000 communities across the United States.

About NEA

National Education Association
1201 16th Street, NW
Washington, DC 20036

Contact
Careers
Governance

NEA State Affiliates
NEA Councils & Organizations
Legal Database

Research & Publications
Resource Library

After confirming the accuracy of your information and that you did not list a foreign nation street address, click “Continue”

STEP 3

Select your Membership Category

There are four options:

- Certified
- Education Support Professional
- Pre-Retired
- Retired

Use the descriptions of each category provided by the JoinNow system to make your selection, based upon your DoDEA job title/position.

Please note the following:

- **Certified members** (FT or PT) can be from Stateside or Overseas locations within the FEA bargaining unit
- **Only Education Support Professionals (FT or PT) at Stateside locations in the Stateside ESP bargaining unit (Fort Campbell, Fort Knox, Fort Stewart, Camp Lejeune, Guam, and West Point) can enroll via the JoinNow platform.** ESPs at any other location should contact their FEA Faculty Representative Spokesperson (FRS)/Building Representative for assistance joining the Association.
- **Only persons already enrolled as members of the Federal Education Association can enroll as Pre-Retired through JoinNow.** Pre-Retired membership is NOT a substitute for your Active membership in the Association; to be an Association member during your DoDEA employment you must maintain an Active membership.
- Persons wishing to enroll as **Student, Substitute** or **Associate** members should contact their FRS/Building Representative for assistance. Those categories cannot enroll via JoinNow.

If you are **uncertain of your membership category**, please consult with your FEA Faculty Representative Spokesperson (FRS) or Building Representative. If you do not select the correct category on this page, you will not be able to find your school and job category on the next page.

After selecting your membership category, make sure the current school year is selected as your membership year.

When you are certain of your Membership Category selection, click the “Continue” button

nea | FEDERAL EDUCATION ASSOCIATION

Membership Application

NEA members are as diverse as the students we represent, but united in our purpose: championing justice and excellence in public education. NEA members fall into several categories, if you have questions as to which type applies to you, see the definitions below.

SELECT YOUR MEMBERSHIP CATEGORY

Certified
For individuals including classroom teachers, faculty counselors, librarians, nurses, school administrators and others with a teaching certificate with [Show More](#)

Education Support Professional
For individuals who are employed in public education in a support position in a public school district or institution of higher learning or whose job [Title](#)

Pre-Retired
For individuals who are currently working and are an NEA Active Professional or ESP; you may join as a pre-retired member in advance of retirement. [Show More](#)

Retired
For individuals no longer employed in public education and who are eligible to receive a pension from an educational employment institution.

SELECT YOUR MEMBERSHIP YEAR

2024-2025 Membership Year
Beginning the first day of the 2024-2025 Membership Year and including full complement of member benefits.

[Back](#) [CONTINUE](#)

nea | National Education Association

GREAT PUBLIC SCHOOLS FOR EVERY STUDENT

The National Education Association (NEA), the nation's largest professional employee organization, is committed to advancing the cause of public education. NEA's 3 million members work at every level of education—from preschool to university graduate programs. NEA has affiliate organizations in every state and in more than 14,000 communities across the United States.

About NEA

National Education Association
1201 16th Street, NW
Washington, DC 20036

Contact
Careers
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NEA State Offices
NEA Councils & Organizations
Legal Services

Research & Publications
Resource Library

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Step 4

Enter your Workplace Information

Properly listing your school and position are crucial to making sure you are enrolled correctly for membership. Consult with your FRS/Building Representative if you need help identifying your job title or school's name on this page.

Please note the following:

- **“Dept of Defense” should be the only option you see for Employer.** If any other options come up, you probably selected a state other than “Federal” at the beginning of your enrollment application. If so, use the “Back” button to return to the first page and select “Federal” as your Work State
- Your **Work Location** is the school at which you are employed and wish to join as an Association member. If you split time between two or more schools, consult with your FRS/Building Representative to determine the Work Location you should select
- Rather than searching through every option in the drop down boxes for categories, try typing in your answer. The fields will auto populate if they recognize the answer you begin to type.
- The question asking whether your employment began after January 20 refers to January 20, 2025
- If you are unsure whether your position is considered **Full Time or Part Time**, consult with your FRS/Building Representative

The screenshot displays the 'Membership Application' form on the NEA website. The 'YOUR WORKPLACE INFORMATION' section includes the following fields:

- Employer:** DDOY OF DEFENSE
- Work Location:** BOB HOPE ELEM SCHOOL
- Primary Position:** Classroom Teacher
- Are you a new employee who began your DoDEA employment after Feb 17?** No
- Hours Worked:** Full Time
- Subject (Optional):** Basic Ed Curriculum
- Gender (Optional):** Female
- Ethnicity (Optional):** Multi Ethnic

Navigation buttons for 'Back' and 'CONTINUE' are visible below the form. Below the form is a footer section with the NEA logo, a 'GREAT PUBLIC SCHOOLS FOR EVERY STUDENT' banner, and a 'About NEA' section. The footer also contains contact information for the National Education Association (1201 16th Street, NW, Washington, DC 20036) and a list of links: Contact, Careers, Government, NEA State Affiliates, NEA Councils & Organizations, Legal Services, Research & Publications, and Resource Library.

When you are happy with all your responses on this page, click the “Continue” button

Step 5

Affirm your Membership and Affiliation

This page shows you the membership type assigned to you, based upon the information you have provided on the previous pages and asks you to **affirm your commitment, authorization and agreement to join** your Local Association, the Federal Education Association, and the National Education Association.

Please read all sections carefully and check the appropriate boxes to affirm your desire to join the Association.

The screenshot shows the 'Membership Application' page for the National Education Association (NEA). The page header includes the NEA logo and 'FEDERAL EDUCATION ASSOCIATION'. The main heading is 'Membership Application', followed by a progress bar. The section 'Your Membership & Affiliations' is divided into two columns: 'MEMBERSHIP' and 'AFFILIATIONS'. The 'MEMBERSHIP' column lists: Membership Type (State: Active FT), Membership Year (2024-2025 Membership Year), and Enrollment Date (06/09/2024). The 'AFFILIATIONS' column lists: Local (AEAO OKLAHOMA), State (FEDERAL EDUCATION ASSOCIATION), and National (NATIONAL EDUCATION ASSOCIATION). Below this, there are four checkboxes for agreement: 'Membership Commitment', 'Annual Dues Authorization', 'Voluntary Agreement', and 'Digital Signature'. Each checkbox is followed by a paragraph of text explaining the terms. At the bottom of the form, there are two buttons: 'Back' and 'CONTINUE'.

nea | FEDERAL EDUCATION ASSOCIATION

Membership Application

Your Membership & Affiliations

MEMBERSHIP	AFFILIATIONS
Membership Type State: Active FT	Local AEAO OKLAHOMA
Membership Year 2024-2025 Membership Year	State FEDERAL EDUCATION ASSOCIATION
Enrollment Date 06/09/2024	National NATIONAL EDUCATION ASSOCIATION

Membership Commitment
Yes, I want to join with my fellow employees and become a member of the AEAO-OKLAHOMA, the FEDERAL EDUCATION ASSOCIATION, and the National Education Association. I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations.

Annual Dues Authorization
I further agree to pay the annual (September 1 - August 31) dues, fees, and assessments required for membership in the three associations and to continue to do so each membership year unless I cancel as set forth below. The annual dues, fees and assessments required for membership in the three associations are subject to periodic change by the governing bodies of the associations. I agree to pay on a continuing basis, by any payment method accepted by the FEDERAL EDUCATION ASSOCIATION, and regardless of my membership status, the modified annual dues, fees, and assessments established by the governing bodies of the three associations unless I provide written notification to the FEDERAL EDUCATION ASSOCIATION between August 1 and August 31 of the membership year immediately preceding the membership year in which the payments are to be cancelled.

Voluntary Agreement
I UNDERSTAND THAT THIS AGREEMENT IS VOLUNTARY AND IS NOT A CONDITION OF EMPLOYMENT AND THAT I HAVE THE LEGAL RIGHT TO REFUSE TO SIGN THIS AGREEMENT WITHOUT SUFFERING ANY REPRISAL.

Digital Signature
I understand that checking this box constitutes a legal digital signature confirming my understanding and agreement to the above.

Click the "Continue" button when you have done so.

Step 6

Select the payment method and payment schedule used to pay your dues obligation

Your initial choice is to pay by Credit Card or by EFT.

If you select EFT, you'll be asked if you wish to "Pay now", meaning pay your entire dues obligation for the year as a lump sum, or pay in installments (the number of installments is determined by your location – 10 for Overseas or 15 for Stateside).

If you select Credit Card as your method of payment, you must pay your entire dues obligation as a lump sum. Installment payments are not an option with Credit Card.

After you select your payment option, but before you authorize actual payment, **you will be given information about your Payment Schedule and your Dues Obligation**, based upon your membership type and location.

Actual charges to your Credit Card or bank account may not begin immediately, depending upon when you enroll for membership. The initial date for charges to occur is typically in late October/early, with installment payments taking place roughly every two weeks afterwards, according to the schedule for your location. The Payment Schedule on this page should show you when your payments will take place.

Prior to continuing on to the next page, you can make changes to your method of payment by selecting a different option at the top of the page.

After settling upon the payment method you want to use, you will fill in your bank account information (for EFT) or Credit Card information.

The screenshot displays the NEA Membership Application interface. At the top, the NEA logo and "FEDERAL EDUCATION ASSOCIATION" are visible. The main heading is "Membership Application". Below this, a progress bar indicates the current step. The "PAYMENT" section is active, showing two radio button options: "Electronic Funds Transfer" and "Credit Card". The "Credit Card" option is selected. There are "Back" and "CONTINUE" buttons. Below the payment options, there is a section titled "GREAT PUBLIC SCHOOLS FOR EVERY STUDENT" with a brief description of NEA's mission. At the bottom, there is a footer with contact information, a navigation menu (Contact, Careers, Governance, NEA State Affiliates, NEA Councils & Organizations, Legal Services, Research & Publications, Resource Library), and a copyright notice for 2024.

Continued on next page

Step 6 (continued)

Select the payment method and payment schedule used to pay your dues obligation

FOR EFT PAYMENTS, FEA RECOMMENDS YOU LIST THE SAME ACCOUNT TO WHICH YOUR BI-WEEKLY GOVERNMENT PAY CHECK IS DEPOSITED.

The EFT withdrawal schedule is synced to take place a few days AFTER each of your DOD pay deposits, so using the same account for both should ensure you always have adequate funds in the account.

You will list the following information for your account:

Routing Number: this is a 9-digit number, which can be found in the lower left corner of your checks or deposit slips

Account Number: this is a maximum 12-digit number to be found immediately to the right of your Routing number

FOR CREDIT CARD PAYMENTS:

Simply enter your credit card information in the fields provided.

A note about the credit card option: FEA is charged a fee for credit card payments but not for EFT payments. Because of this, *we encourage members to select the EFT option if viable.*

Carefully read the authorization language at the bottom of the page. When you are ready to indicate your authorization of the dues payment you'll be assessed, click the boxes.

When you have filled out and authorized all payment information, click "Continue" to go to the final authorization page.

The screenshot shows the 'Membership Application' form for the Federal Education Association. The 'PAYMENT' section is active, with 'Electronic Funds Transfer' selected under 'Payment Method'. The 'PAYMENT SCHEDULE' section indicates dues of \$343.00. The 'DUES AND CONTRIBUTIONS' section shows a total of \$343.00. The 'ACCOUNT TYPE' section has 'Checking' selected. The 'AUTHORIZATION' section contains several checkboxes for user consent.

Be sure to also indicate whether the account you've listed is a checking or savings account by clicking the appropriate line under "Account Type" before submitting your information.

This screenshot shows the 'Membership Application' form with 'Credit Card' selected as the payment method. The 'PAYMENT SCHEDULE' and 'DUES AND CONTRIBUTIONS' sections are identical to the previous screenshot, showing a total of \$343.00. The 'ACCOUNT TYPE' section is not visible. The 'AUTHORIZATION' section contains the same consent checkboxes.

STEP 7

View and confirm the information on this page for accuracy, then submit your membership application

The final page presents a **summation of all information regarding your application for membership**, including your contact information, membership type, payment details and all commitments/agreements/authorizations you have made as part of your application.

Review all information. If corrections are necessary, use the “Back” buttons on the bottom of each page to return to the appropriate section and make fixes. Then “Continue” through the application as before until you again reach this final page.

When everything looks correct to you, click the “Submit Your Application” button to send your application in for processing.

You should receive a confirmation message from NEA within a few minutes of submitting your application. Check your spam folder if nothing appears in your Inbox.

After enrolling, **inform your FRS/Building Representative you have done so**, so they can check future membership reports they receive to confirm your membership has been processed properly.

THANK YOU FOR CHOOSING TO JOIN YOUR
PROFESSIONAL ASSOCIATION!

WE LOOK FORWARD TO ADVOCATING ON YOUR
BEHALF, PROTECTING YOUR RIGHTS, AND WORKING
WITH YOU FOR THE IMPROVEMENT OF PUBLIC
EDUCATION.

**WELCOME TO THE
FEDERAL EDUCATION ASSOCIATION!**

Thank You Very Much For Enrolling Via JoinNow!



Your Professional Association

feonline.org