

Job Aid – Verifying Dual Membership Profile

Thank you for being a member of IndySHRM. Our records indicate you are also a Dual Member - a member of both IndySHRM and SHRM.

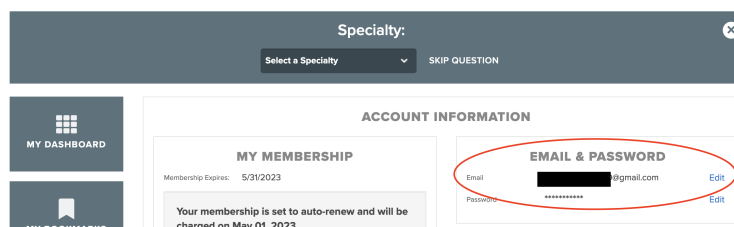
Follow the simple steps below to help us to verify that you're a Dual Member. This should take only a few minutes of your time, and we thank you in advance for supporting SHRM locally and nationally.

Step 1: Log into [SHRM](#) and click on your profile name in the top right corner, selecting *My Account*.



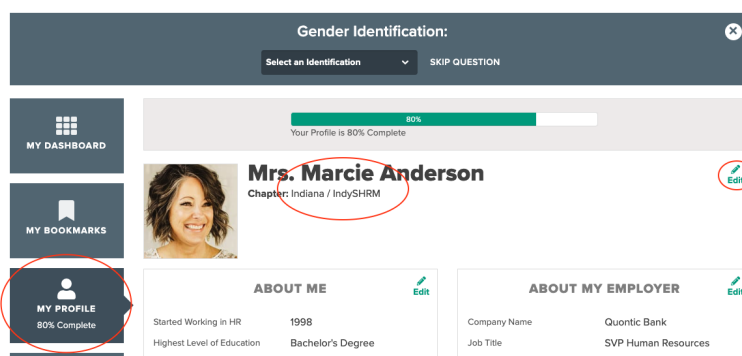
Step 2: Take note of the email address listed under *Account Information*. This email address will be needed for Step 5.

Hello, Marcie



Step 3: Staying on the *My Account* page, select *My Profile* from the left vertical ribbon and confirm the chapter is Indiana / IndySHRM. Don't see our chapter, or see the wrong chapter? Use the pencil (edit) to correct.

Hello, Marcie



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Hello, Marcie

MY DASHBOARD

MY BOOKMARKS

MY PROFILE
80% Complete

MY NEWSLETTERS

MY ORDERS & DONATIONS

MY ACCOUNT

80%

Your Profile is 80% Complete

Prefix:
Mrs.

First Name
Marcie

Middle Name

Last Name
Anderson

Preferred Name:
OPTIONAL

Suffix:
Select suffix

Chapter Association:
(Please Note: You must have separately registered with and paid applicable dues for your local chapter.)
Indiana
IndySHRM

Not
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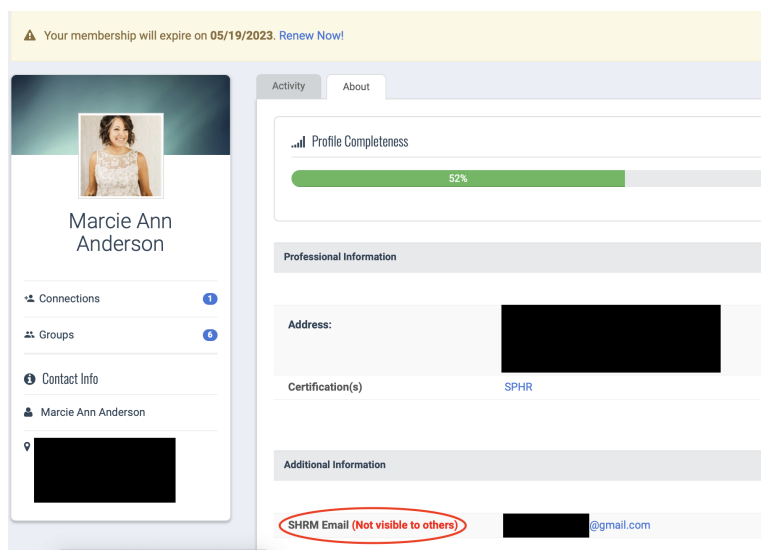
Step 4: Login to your profile at [IndySHRM.org](https://indyshrm.org).

Step 5: Scroll down to *Additional Information* and make sure the email you have listed here is the same email used to login with SHRM (Step 2).

Verifying Dual Membership – April 2023

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⚠️ Your membership will expire on 05/19/2023. [Renew Now!](#)

Activity **About**

Profile Completeness

52%

Professional Information

Address: [Redacted]

Certification(s) [SPHR](#)

Additional Information

SHRM Email (Not visible to others) [Redacted]@gmail.com

Step 6: Drop a quick note to [Contact Us](#), letting us know it's been resolved! We'll mark you off our list and celebrate with you!

Still have questions? You can reach us at IndySHRM_Admin@IndySHRM.org, use the Contact Us option listed in Step 6, or call us at (317) 841-3236.