



New York State School Social Workers' Association New Membership Platform Tutorial

“Non-Members--How to Access Your Invoices and/or Pay”

The New York State School Social Workers' Association (NYSSSWA) is using YourMembership as our new association management system to process Memberships, Events, Continuing Education hours as well as provide an On-line community that encourages member engagement. This tutorial will assist you in finding, printing and/or paying your Event Invoices and/or your Membership Invoice.

1. Sign in with the following link: <https://members.nyssswa.org/login.aspx>
2. Member/Event – Login/ Sign in page:

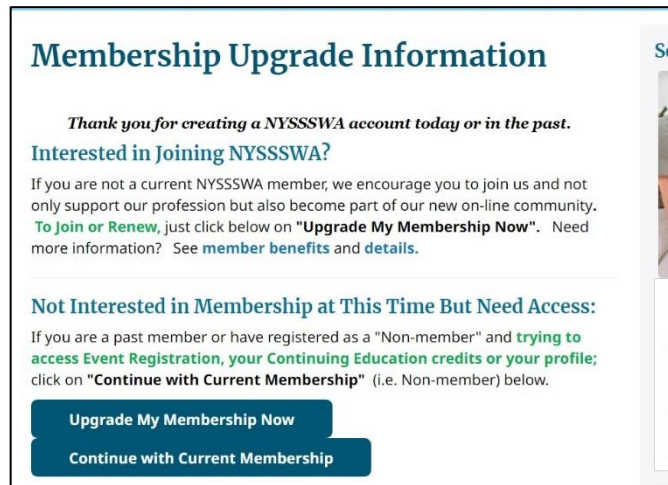
3. Error Message--Wrong Username and/or Password
 - a. Try a different email address.
 - i. People often **don't remember** whether they used their work or home email address so if you don't get in, try again.
 - ii. **If your work email address has changed**, you might try your former email address so you can get in and then you can update it in your profile.

- b. **Passwords have been reset**, so you will need to **“Click here to reset your password”**.

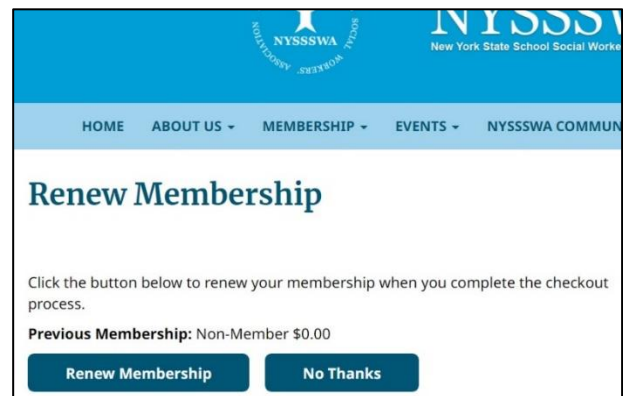
4. Since you are not currently a NYSSSWA member, you will be invited to “Upgrade” your membership.

a. **“Upgrade My Membership Now”** Select this if you would like to “Upgrade” your membership by joining NYSSSWA.

b. **“Continue with Current Membership”** Select this if you do not wish to join NYSSSWA at this time. Your “membership” status will continue as a “Non-Member”. You do NOT need to be a member to register for an event.

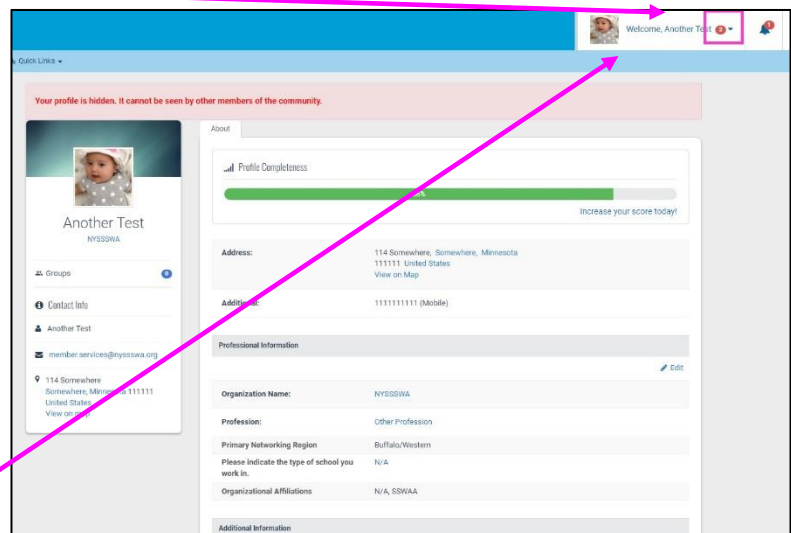


5. OR -- You may get: “Renew Membership”. Proceed accordingly.



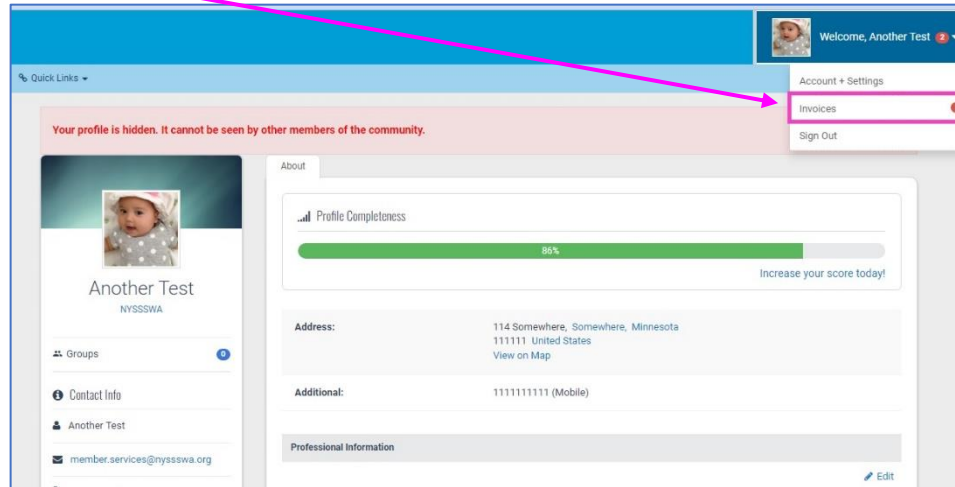
6. Once logged in, you will be directed to “My Profile” page.

7. Look at the “Welcome, ...”
Note a number in red that indicates any pending invoices.

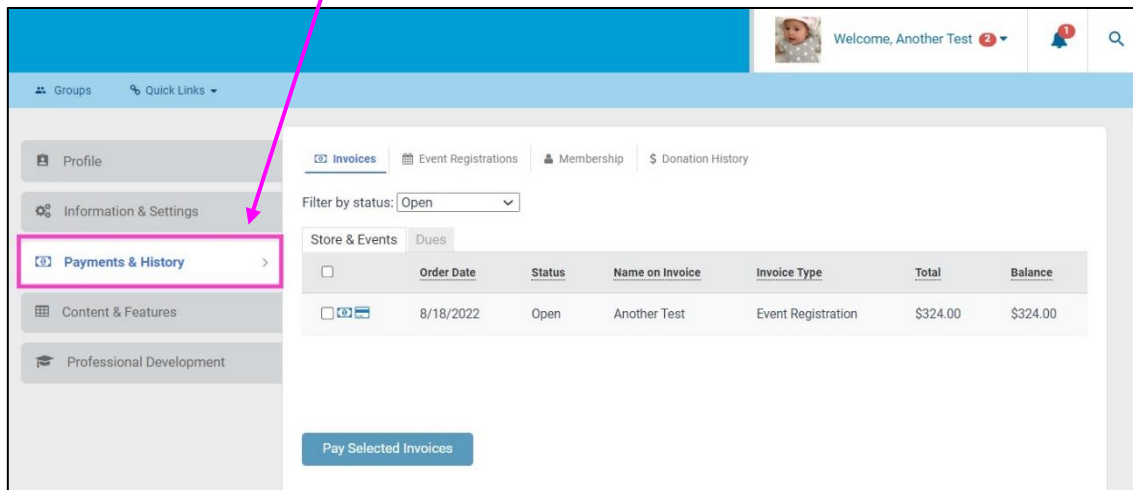


8. Click on “Welcome, ...”

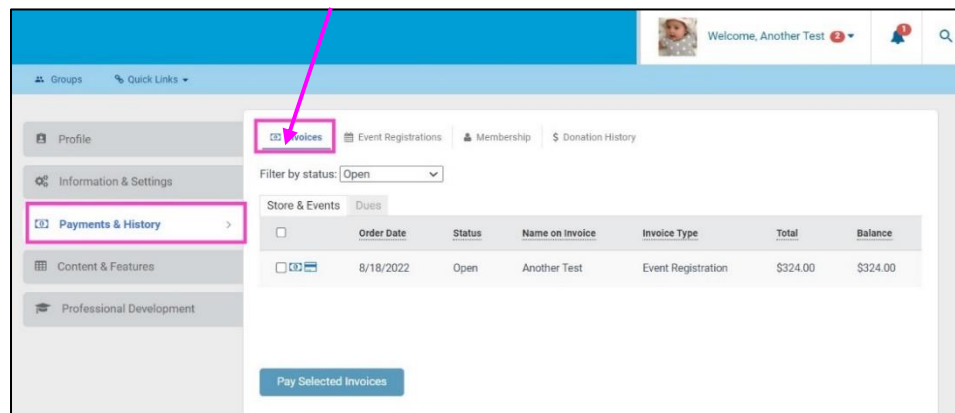
9. Click on **“Invoices”** on the drop down menu.



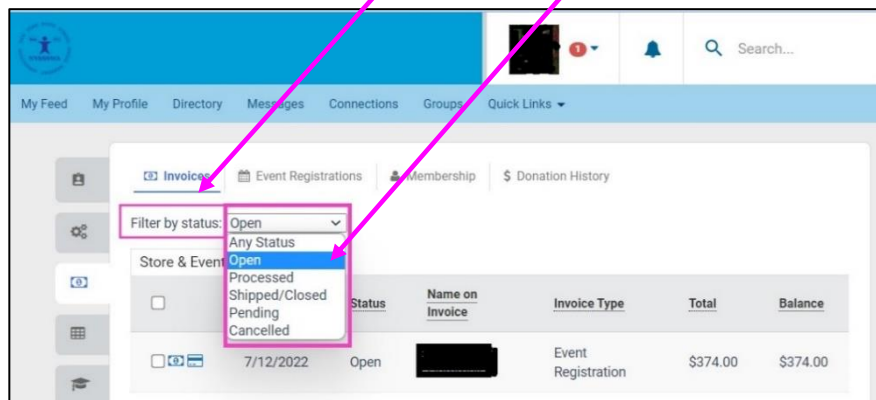
10. You will be taken to your **“Payments & History”** Section of your **“Accounts & Settings”** page.



11. and will go directly to your **“Invoices”** page.

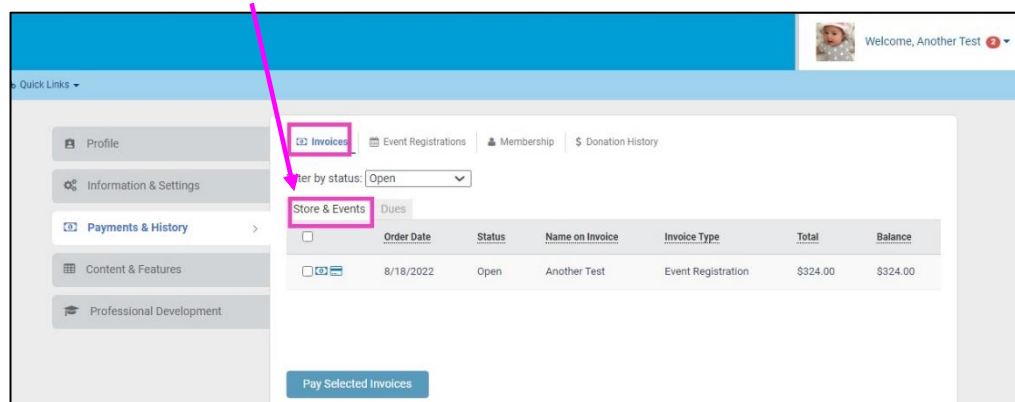


12. On the “Invoices” page, you can filter by invoice status from a drop down menu, i.e. “Any Status”, “Open”, “Processed” (payment received), “Pending”, etc.

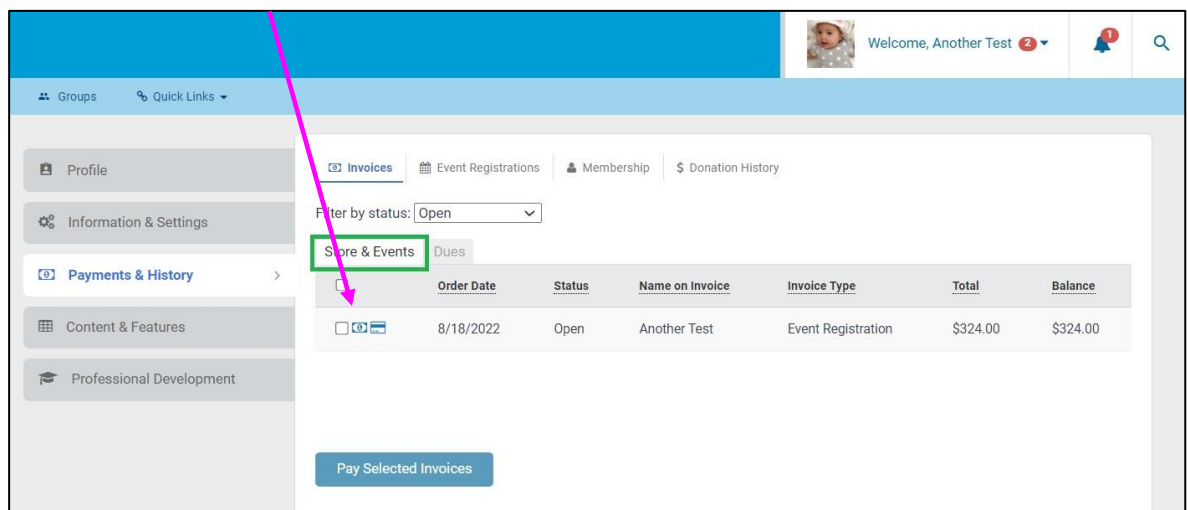


13. You can search for Event Invoices as well as Membership Invoices.

14. For **EVENT INVOICES**, go to “Store & Events” Tab.



15. Click on center icon (dollar symbol) to see invoice.



16. See Event Invoice and box to print.

17. When paying, please be sure that your name is noted as well as your "Invoice#".

18. Note the address to send payment to:

Print Close Invoice

New York State School Social Workers' Association

Date: 8/18/2022 PO: Invoice #: 200000137

Bill To: Another Test, NYSSSWA, 114 Somewhere, Somewhere, MN 11111, United States

Ship To: Another Test, NYSSSWA, 114 Somewhere, Somewhere, MN 11111, United States

Terms: Due on receipt Due Date: 8/18/2022

Date	Qty	Description	Price	Totals
8/18/2022	1	NYSSSWA 2022 State Conference-Friday Only - Another Test	\$399.00	\$399.00
8/18/2022	1	15% Discount (Early Bird Friday)	(\$59.85)	(\$59.85)
Sub-Total				\$339.15
Total				\$339.15
Balance Due				\$339.15

Submit payment to: NYSSSWA, 264 Rider Road, Clayville, NY 13322

19. For **MEMBERSHIP INVOICES**, go to "Dues" tab.

Groups Quick Links

Profile Information & Settings Payments & History Content & Features Professional Development

Invoices Event Registrations Membership Donation History

Filter by status: Open

Store & Events Dues

Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
8/18/2022	Open	Another Test	Membership Dues	\$85.00	\$85.00

Pay Selected Invoices

20. Click on center icon (dollar symbol) to see invoice.

21. Membership Dues Invoice and box to "Print".

22. When paying, please be sure that your name is noted as well as your "Invoice#".

23. If you are submitting payment by check or via a Purchase Order, please note payment address.

Print Close Invoice

New York State School Social Workers' Association

Date: 8/18/2022 Invoice #: 300000160

Bill To: Another Test, NYSSSWA, 114 Somewhere, Somewhere, MN 11111, United States

Member Information: Another Test, NYSSSWA, 114 Somewhere, Somewhere, MN 11111, United States

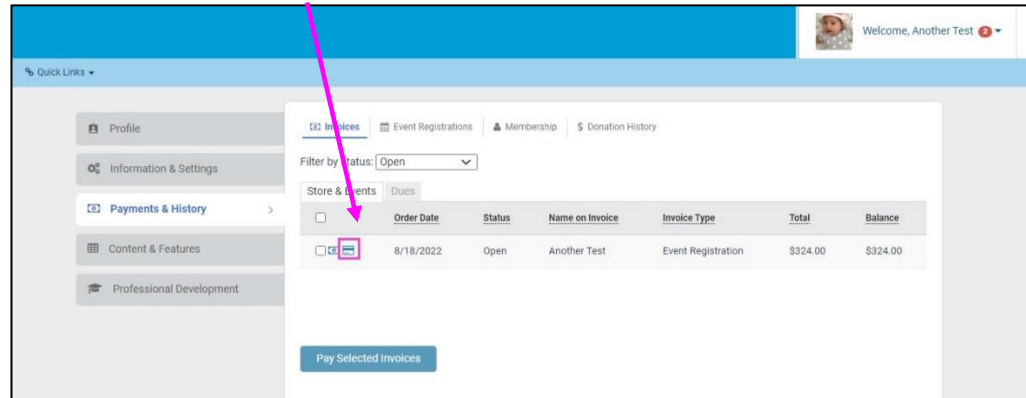
PO: Due on receipt Due Date: 8/18/2022

Date	Description	Amount
8/18/2022	Full Member	\$85.00
Total		\$85.00
Balance Due		\$85.00

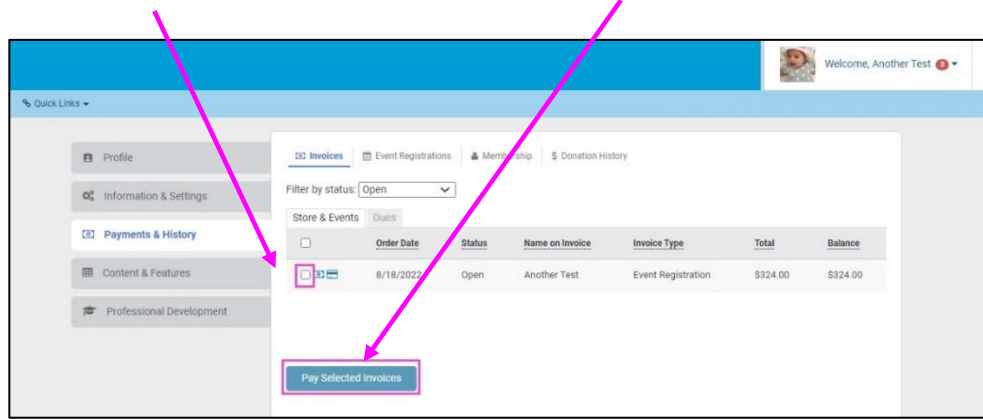
Submit payment to: NYSSSWA, 264 Rider Road, Clayville, NY 13322

24. Ready to Pay by Credit Card?

- a. Click on the “Credit Card” icon.



- b. Or check the box of the invoice and click on “Pay Selected Invoices”.



- c. Review invoice amount and complete Payment Information.

The screenshot shows the 'Payment Allocations' section. It contains a table with columns: Invoice No., Organization, Invoice Date, Outstanding Balance, and Allocated Amount. The first row shows an invoice for \$324.00. Below the table, there is a 'Total Balance' of \$324.00 and a 'Total Allocated' of \$324.00. A 'Recalculate' button is present. Below this is the 'Payment Information' section, which includes fields for Payment Amount, Payment Type, Name on Card, Card Type, Card Number, and Card CVV Number. A pink arrow points to the 'Total Balance' field, and another pink arrow points to the 'Payment Information' section.

- a. When done reviewing and completing payment information, click “Submit Payment”.

The screenshot shows a web application interface for NYSSWA. On the left is a sidebar menu with options: Profile, Information & Settings, Payments & History (selected), Contact & Pastures, and Professional Development. The main content area has tabs for Invoices, Event Registrations, Membership, and Donation History. Under the 'Invoices' tab, there's a 'Payment Allocations' table with columns: Invoice No., Organization, Invoice Date, Outstanding Balance, and Allocated Amount. The table contains one row for invoice 200000137, dated 8/18/2022, with an outstanding balance of \$324.00 and an allocated amount of \$324.00. Below the table, there are 'Total Balance' and 'Total Allocated' both at \$324.00, with a 'Recalculate' button. The 'Payment Information' section below contains fields for: Payment Amount (\$324.00), Payment Type (Credit Card), Name on Card (split into First, Middle, Last, and Suffix), Card Type (dropdown), Card Number, Card CVV Number, Exp. Date (mm/yyyy), E-mail Address (member.serv1044@nysswa.org), Organization (NYSSWA), Address (114 Somewhere), City/Town (Somewhere), Country (United States), State (Minnesota), Postal Code (11111), and Phone. At the bottom of this section is a blue 'Submit Payment' button. A pink arrow points from the instruction text to this button. A red 'P.A.S.S. REQUIRED' stamp is visible at the bottom right of the form area.

Invoice No.	Organization	Invoice Date	Outstanding Balance	Allocated Amount
200000137	NYSSWA	8/18/2022	\$324.00	\$324.00
			Total Balance \$324.00	Total Allocated \$324.00

Payment Information

Payment Amount * \$324.00

Payment Type Credit Card

Name on Card *
First * Middle * Last * Suffix *

Card Type *
Card Number *
Card CVV Number *
Exp. Date * (mm/yyyy)
E-mail Address * member.serv1044@nysswa.org

Organization NYSSWA
Address * 114 Somewhere
City/Town * Somewhere
Country * United States
State * Minnesota
Postal Code * 11111
Phone *

Submit Payment

P.A.S.S. REQUIRED
8/18/2022

25. **Still need assistance or have questions?** Contact member.services@nysswa.org