As an institutional member of NAEP, your institution may add individuals to the membership to receive benefits. To add yourself or others at your institution to an existing institutional membership

STEP 1: Go to: [https://www.naepnet.org/page/Join](https://www.naepnet.org/page/Join)

STEP 2: Scroll to the bottom of the page and select “Connect to Your Organization”
STEP 3: To find your institution, click the “Search for a Member Organization” button
STEP 4: **Select your State** from the List. (Example: State of California)
STEP 5: **Select your institution** from the List. (Example: University of California, Office of the President)

If you do not see your institution, your organization may not be a member. Contact membership@naepnet.org to check.
STEP 6: You may register using Option 1—a social account such as Facebook for Linked In OR Option 2—you may **complete the registration** information by entering a username, your first name, and last name, then click “Continue”
STEP 7: **Complete the membership form.**

**NOTE:** If you wish to receive the Quarterly Education Procurement Journal, please be sure to select "Yes: using the downward arrow list."
STEP 8: Click “Submit” to attach your profile to your institution’s membership.

NOTE: New additions take up to 24 hours to post to your institution’s account.
Please email membership@naepnet.org with any questions.