



## Candidate Join Process

### Step 1

The new Candidate needs to go to [www.nsp.org](http://www.nsp.org) and click on the link that says “Member Sign In”. They will then click on the “Create Account” button at the top of the screen. The Candidate will continue to fill in the required fields and click “Save” in the bottom right corner of the screen. If you are a returning Candidate, Patroller, Host member, Associate, or Alumni member from an inactive status looking to join a patrol please do not create a new account. Contact the NSP Registration Manager at [memberrecords@nsp.org](mailto:memberrecords@nsp.org) .



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**If you don't have an account, please create one here:**

Create Account

Sign In

Username

Password

Keep me signed in

Sign In

[Forgot username?](#) | [Forgot password?](#)

### Step 2

After creating an account on the [www.nsp.org](http://www.nsp.org) website the new Candidate will receive a 6 digit ID number that they will need to give to their Patrol Director. This is the Candidate’s permanent ID number and the Candidate should not use the “Create Account” function again in the future.



The Candidate can find this 6 digit ID number by signing in and clicking “Hi (Your Name)” in the upper right hand corner of the screen. This links to the Candidate’s profile. New Candidates should have a record type of “Entered on Web”.



Sign out Hi, Jambo Buckman Cart



Programs Non-Member Course Schedule Contact Us

**Jambo Buckman**

ID 268701

Record type  
Entered on Web

Status Active

You are not due for renewal.

Renew Now

View my contact info

Print My Profile

About Me Education / Roles Payments Preferences Host Member

### My Profile

Organization

About

Email [123NSP@nsp.org](mailto:123NSP@nsp.org)

First Name Jambo

Middle Name

Last Name Buckman

Suffix

Birth Month

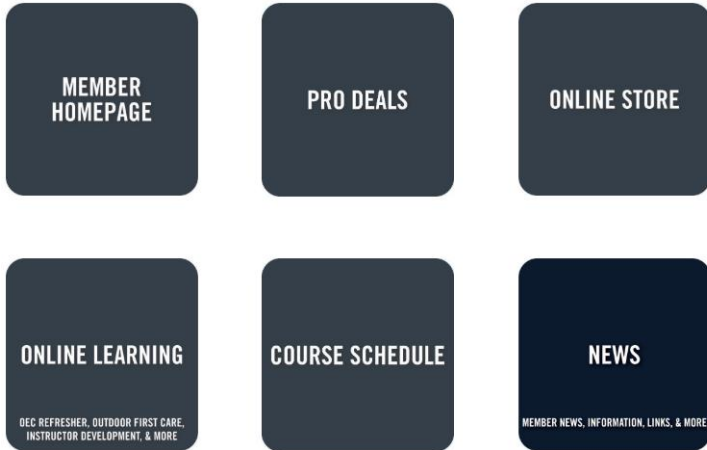
Birth Year

### Step 3

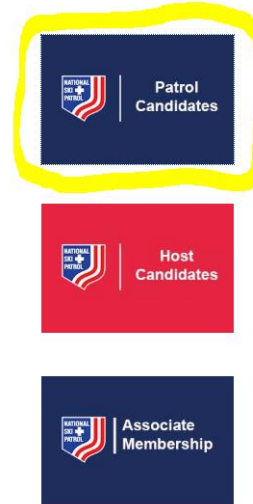
The Patrol Director will add the Candidate to their roster using the Patrol Rep/Director tab on the [www.nsp.org](http://www.nsp.org) website. **There will then be an overnight delay before the Candidate can continue to step 4.**

### Step 4

The Candidate will go to [www.nsp.org](http://www.nsp.org) , click Member Sign In and sign in to their account using their email address as the username and the password they created in Step 1. After they sign in they will see a button on the right side of their screen that says “PATROL CANDIDATES”. The new Candidate will click on this button. They will be brought to a screen that will explain the join process. Click NEXT.



Information for New Members  
Joining NSP



**Step 5**

After the Candidate clicks NEXT they should get a screen that breaks down their National, Division, and Region dues, as applicable. If the Candidate does not see this screen then most likely they were not added to the roster by the Patrol Director, or it has not been 24 hours since they were added.

Candidate Member Information for Joining | Candidate Member Join | Thank you

**Click Add to Cart Button and then View Cart Link to Complete the Join Process**

**Candidate\_Online\_Join**

**Dues Payments**

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> 2018 National Dues	55.00	1	55.00
<input checked="" type="checkbox"/> 2018 Division Dues	13.00	1	13.00
<input checked="" type="checkbox"/> 2018 Region Dues	21.00	1	21.00
Subtotal			89.00

[Add to Cart](#)

[Previous](#)



## Step 6

The Candidate will need to click “Add to Cart”. There will be a number 1 next to the shopping cart in the upper right hand corner of the screen. Click on the shopping cart to continue with payment.

### Shopping Cart

Override transaction date

#### Items

Item	Quantity	Price	Total	
<a href="#">Candidate</a> <a href="#">Online</a> <a href="#">Join</a>	1	89.00	89.00	<a href="#">Remove</a>

Update

### Cart Charges

Item Total	89.00
Shipping	0.00
Handling	0.00
<b>TRANSACTION GRAND TOTAL</b>	<b>89.00</b>

### Payment Details

Payment amount	89.00
Payment method	VISA <input type="button" value="v"/>
*Card number	<input type="text"/>
*Name on card	<input type="text"/> Required
*Expiration date	01 <input type="button" value="v"/> 2018 <input type="button" value="v"/>
*CSC	<input type="text"/>

## Step 7



The Candidate will continue to put in their credit card information and click “Submit Order” at the bottom right corner of their screen. After they click “Submit Order” the Candidate should receive a confirmation email sent to the email on their account within 2 hours of submission. The following business day the Candidate should receive a NSP membership card to the email on file. **There is a processing delay of up to 2 business days after the Candidate pays to get full access to the [www.nsp.org](http://www.nsp.org) website as a NSP Member.**

**\*If you have additional questions or concerns please reach out to [memberrecords@nsp.org](mailto:memberrecords@nsp.org) or call the National office at (303) 988-1111.**