

Central Division Membership Registration Instructions 2012-13

Central Division Membership Registration for 2012-13 is upon us. The Process remains the same as last year. There is one primary change. The Central Division BOD decided to place all Division accounts in Wells Fargo Bank. This simply changes the Bank where we have our ACH account.

Please read the following Instructions very carefully:

1. Central Division will again process all membership registration activities entirely via electronics. There are two basic steps:

a) Membership Registration itself via the National Website and Database.

- The Patrol Representative is given access under links found on your member services page. If you desire to have someone serve as your Registration to coverton@nsp.org. **Understand that National limits registration access to one person per patrol.**
- You can also find the set of Instructions for the Registration Process on the NSP Coordinator, please send to me that person's name and patroller id # with a copy Website and a Powerpoint.

b) Membership Dues payment will again use Automated Clearing House (ACH). We are updating all of our Dues Authorization Forms to include three new items: the account name _____, the account #-_____. And the routing # _____.

- This gives me the information to input into the new ACH Account and covers any changes in accounts or bank routing numbers.
- **In the future, you will need to resubmit this Authorization Form when you change your Bank Account or the Bank changes its routing number.**
- **Each Patrol must submit this Authorization Form to me before I can process your Registration Membership Submission.**

2. I get automatic e-mail notification each time you process a Registration for your patrol. I have access to the Calculate Dues Page which serves as your authorization for Dues Payment.

3. Division Late Fees are, at this point, still not generated by the National Database. Discussions with the National Office indicate that they hope to have this completed before December 1, 2012;

4. If you are a new Patrol Representative, you have the following materials and options for training:

a) There are written instructions on the Registration Page on the Web.

b) There is a Powerpoint Presentation available on the Web. If you can not find it, let me know and I will send you a copy.

c) If you would like some one on one training, send me that request with your phone number and a couple of times that I can call. I can walk you through the process in about 30 minutes because I can have I my computer screen the same pages that you are viewing.

5. Reminder: if you have any problems or questions, please call me first and not National. This will simply speed the process and any corrections.

7. Division Membership Registration deadline is December 1, 2011 after which their is a \$10 late fee per patroller up to \$250 per patrol.

8. I realize that the process has become very simple. This has led to an increase of single patroller submissions, which increases the amount of work for National and Division, so please combine submission as much as possible.

If you have any questions, please let me know: my e-mail svanklompberg@gmail.com and cell phone 231-881-8585.

Sincerely,

Sherwin Van Klompenberg

Central Division Registration Coordinator