

Member Link Online Registration Instructions

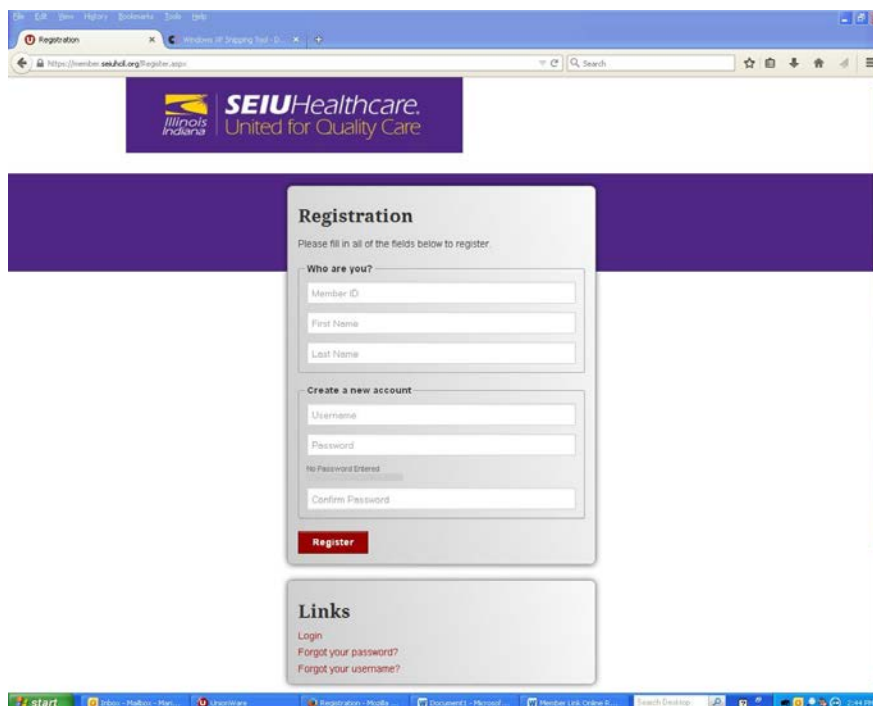
Step One:

Type - <https://member.seiuhcil.org> into your Internet browser – it should take you to this page.



Step Two:

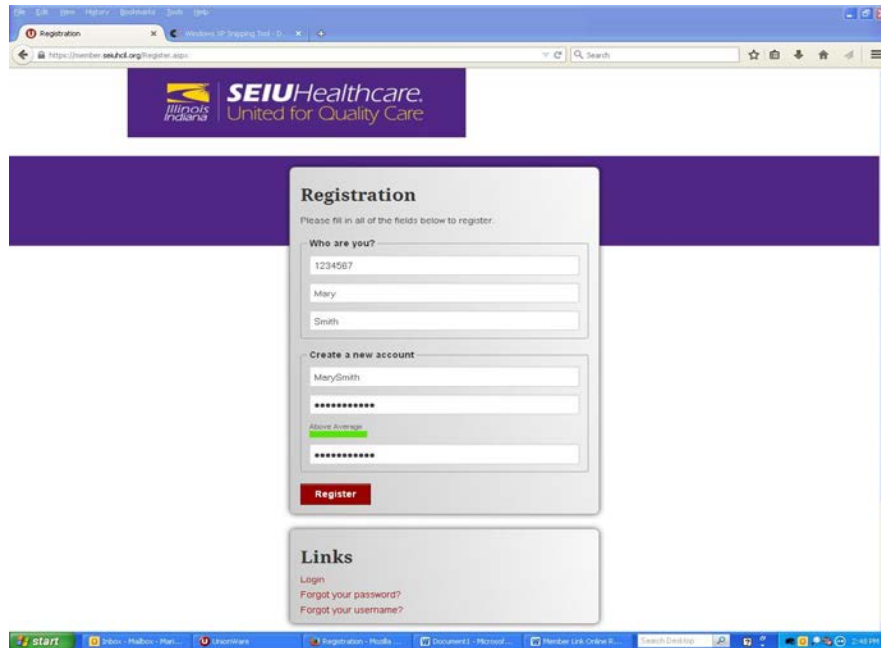
Click "Sign Up Now" and it will direct you to the next page.



Step Three:

Type in your Member ID (If you do not know this number, please call the Member Resource Center at 866-933-7348, also check the February/March 2015 mailer that you may have received in the mail), and First Name & Last Name.

It will then prompt you to create a username, type in a password of your choosing and retype it in to confirm.



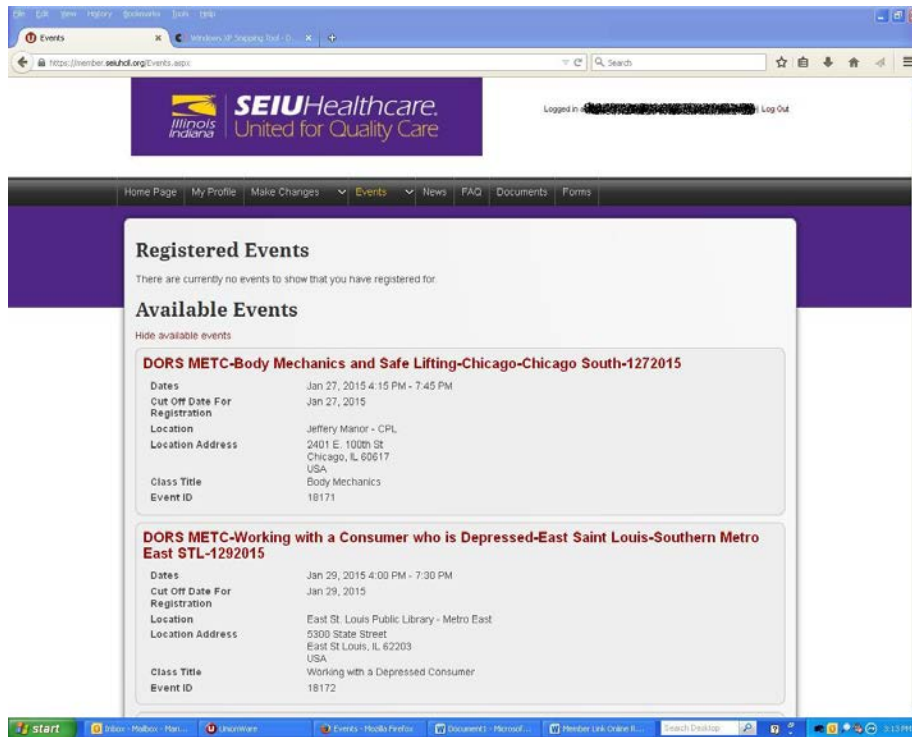
Step Four:

Click "Home Page" – it should look like this. Here you have the option to update your address, or make any changes to your contact information: phone, email, etc.



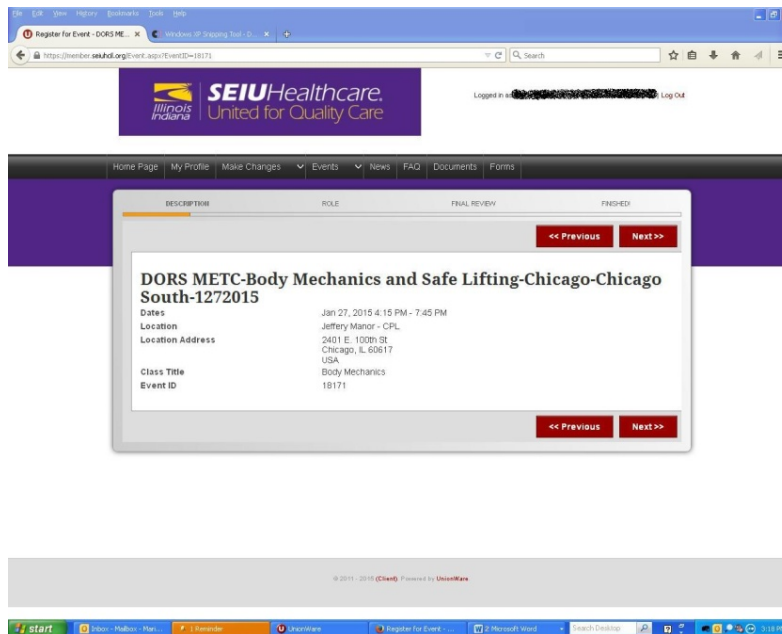
Step 5:

Click “Events” – you can either view the events as ‘list of events’ or ‘event calendar’. For online registration, we would recommend using “list of events’ for ease of use.



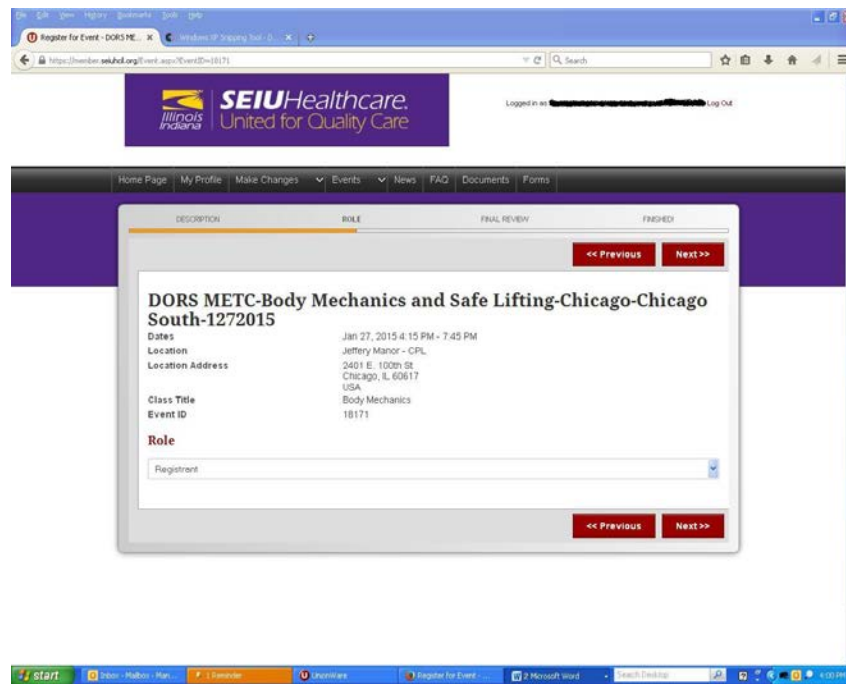
Step 6:

Click on the event that you would like to register for (example): DORS METC-Body Mechanics and Safe Lifting-Chicago-Chicago South-1272015.



Step 7:

Click “Next”, you will be prompted to enter your Role, choose “Registrant”.



Step 8:

Click “Next”, and it will ask you to review all the information before submitting your registration. Once you’ve double-checked your information, click “submit”. It might take a second to load, but the final screen will look like this. YOU’RE DONE! SEE YOU IN CLASS. 😊

