



Family Child Care Provider & Personal Assistant (PA) Training **Member Link Online Registration Instructions**

Step One:

Type - <https://member.seiuhcil.org> into your Internet browser.

Step Two:

Click "**Sign Up Now**".

Step Three:

Type in your Member ID and First and Last Name (If you do not know your Member ID number, please call the Member Resource Center at 866-933-7348, also check the most recent mailer that you may have received in the mail – your Member ID will be listed next to your name).

After you have entered your Member ID and First 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**". Here you have the option to update and/or add your personal contact information, (address, phone, email*, etc.)

**It is especially important to add an email address, if you have one. If you forget your username and/or password, this is the only way to retrieve them. If for any reason you need to add one after creating a log-in, please call our Member Resource Center at 866-933-7348 and they can add it to your profile.*

Step Five:

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 Six:

Click on the event that you would like to register for:

FOR PA's (example): **DORS METC**-Body Mechanics and Safe Lifting-Chicago-Chicago South-1272015.

FOR Family Child Care Provider (example):* **CC-METC**-SIDS and Shaken Baby-Chicago-342015

**multiple sessions may be pre-filled for Early Childhood Education (ECE) classes, these are all mandatory for credit and/or payment.*

Step Seven:

Click "**Next**", and an additional step will pop-up for Family Child Care Providers **ONLY**. Please enter your QRS Registry Number (Gateway ID Registry Number).

Step Eight:

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, so please be patient. **YOU'RE DONE! SEE YOU IN CLASS.** ☺