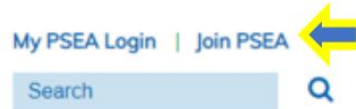
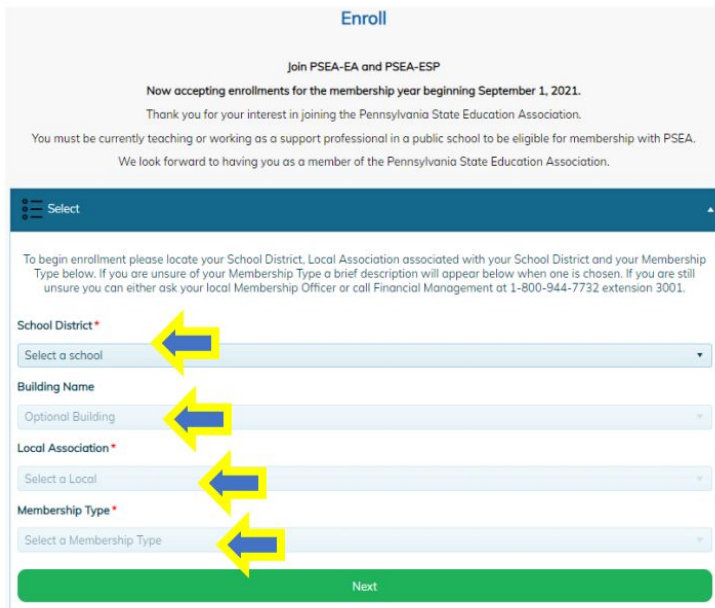


“How to” Join the BEA through Online Enrollment

- Go online to www.psea.org
- Click on “Join PSEA” in the upper right corner



- Scroll down to the **Educators** information box
- Click on the “Join Online” option
- Once redirected to online enrollment:
 - Select “BETHLEHEM AREA” for School District
 - Select the building you work in
 - Select “BETHLEHEM EA” for Local Association
 - Select the appropriate Membership Category
 - There will be a brief description of the Category selected
 - *Indicate required information



Enroll

Join PSEA-EA and PSEA-ESP

Now accepting enrollments for the membership year beginning September 1, 2021.

Thank you for your interest in joining the Pennsylvania State Education Association.

You must be currently teaching or working as a support professional in a public school to be eligible for membership with PSEA.

We look forward to having you as a member of the Pennsylvania State Education Association.

Select

To begin enrollment please locate your School District, Local Association associated with your School District and your Membership Type below. If you are unsure of your Membership Type a brief description will appear below when one is chosen. If you are still unsure you can either ask your local Membership Officer or call Financial Management at 1-800-944-7732 extension 3001.

School District *

Select a school

Building Name

Optional Building

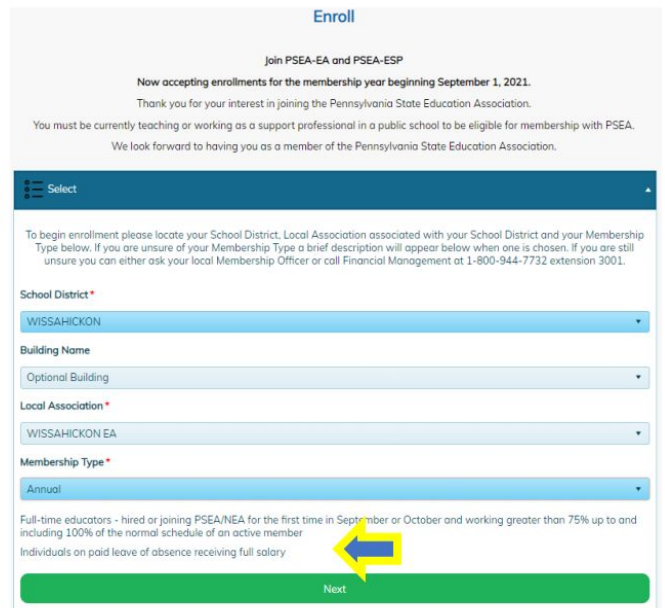
Local Association *

Select a Local

Membership Type *

Select a Membership Type

Next



Enroll

Join PSEA-EA and PSEA-ESP

Now accepting enrollments for the membership year beginning September 1, 2021.

Thank you for your interest in joining the Pennsylvania State Education Association.

You must be currently teaching or working as a support professional in a public school to be eligible for membership with PSEA.

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To begin enrollment please locate your School District, Local Association associated with your School District and your Membership Type below. If you are unsure of your Membership Type a brief description will appear below when one is chosen. If you are still unsure you can either ask your local Membership Officer or call Financial Management at 1-800-944-7732 extension 3001.

School District *

WISSAHICKON

Building Name

Optional Building

Local Association *

WISSAHICKON EA

Membership Type *

Annual

Full-time educators - hired or joining PSEA/NEA for the first time in September or October and working greater than 75% up to and including 100% of the normal schedule of an active member

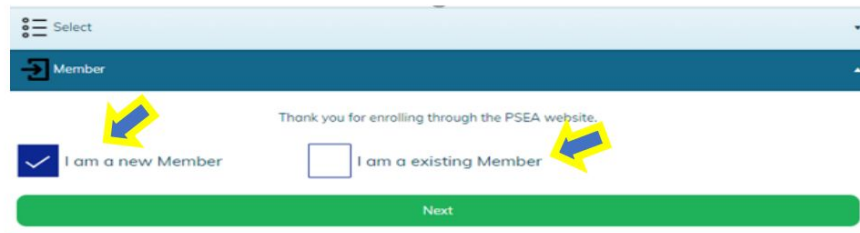
Individuals on paid leave of absence receiving full salary

Next

- Please contact the BEA office at bea18018@gmail.com if you need any assistance selecting the appropriate category

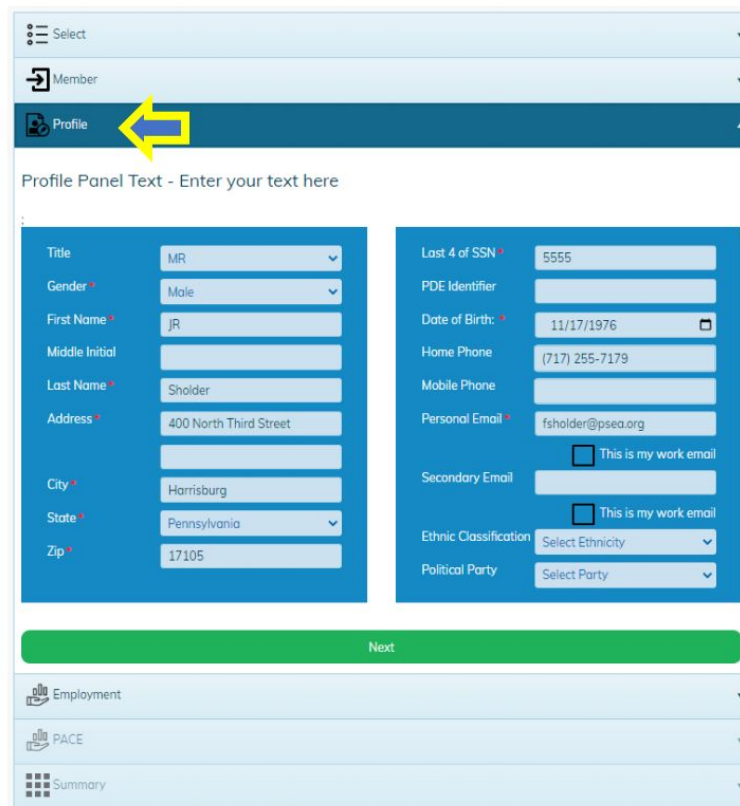
“How to” Join the BEA through Online Enrollment

- **“I am a new member”** - Potential members who have not previously been part of another local association.
- **“I am an existing member”** - If you were a member of another local association prior to joining the BEA.
 - In this case, we encourage you to use your existing login in order to keep your membership history all in one place.



The screenshot shows the top navigation bar with a 'Member' link. Below it, a message reads 'Thank you for enrolling through the PSEA website.' There are two radio button options: 'I am a new Member' (which is selected, indicated by a blue checkmark and a yellow arrow) and 'I am an existing Member' (indicated by a yellow arrow). A green 'Next' button is at the bottom.

- Next, fill out your profile information. *Indicate required information.
 - Please note it's **important** to include a **personal email address** as this is where you will be receiving union emails and information.



The screenshot shows the 'Profile' section of the enrollment form. A yellow arrow points to the 'Profile' link in the navigation bar. The form contains the following fields:

Title	MR	Last 4 of SSN *	5555
Gender *	Male	PDE Identifier	
First Name *	JR	Date of Birth: *	11/17/1976
Middle Initial		Home Phone	(717) 255-7179
Last Name *	Sholder	Mobile Phone	
Address *	400 North Third Street	Personal Email *	fsholder@psea.org
City *	Harrisburg	<input type="checkbox"/> This is my work email	
State *	Pennsylvania	Secondary Email	
Zip *	17105	<input type="checkbox"/> This is my work email	
		Ethnic Classification	Select Ethnicity
		Political Party	Select Party

A green 'Next' button is located at the bottom of the form. Below the form are links for 'Employment', 'PACE', and 'Summary'.

“How to” Join the BEA through Online Enrollment

- Fill out your date of hire and employment information. *Indicate required information.

Select

Member

Profile

Employment

Please indicate below your date of hire, the school level that you are employed for and the job that you do.

Date of Hire: * 06/01/2020

Employment Level: * High School

Employment Filter: All

Employment Code: * General Subject

Next

PACE

Summary

- You will then have the **option** of contributing to PACE and the NEA Fund.
 - Most common contributions among BEA members:
 - \$26 PSEA-PACE; \$1.00 per biweekly paycheck over 26 pays
 - \$40 PSEA-PACE + \$12 NEA FUND = \$52.00; \$2.00 per biweekly paycheck over 26 pays

PACE

Optional Contribution

PSEA has established a political action committee (PSEA-PACE) to support candidates in state and local elections. PSEA-PACE collects voluntary contributions from Association members and uses those contributions for political purposes included, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for state and local office. The National Education Association Fund for Children and Public Education (NEA FUND) collects voluntary contributions from Association members and uses these contributions for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal office. Contributions to PSEA-PACE and the NEA Fund are voluntary and members have the right to refuse to contribute without reprisal. A member may contribute more or less than the suggested amount, or not contribute, without affecting his or her membership status, rights, or benefits in NEA, PSEA or any PSEA affiliates.

Contributions to PSEA-PACE and the NEA Fund are not deductible as charitable contributions for federal or state income purposes. Only U.S. citizens or lawful permanent residents may contribute to PSEA-PACE or The NEA Fund. No dues dollars may be given to political candidates.

Federal and state law require PSEA to use their best efforts to collect the name, mailing address, occupation, and the name of the employer for each individual who contributes to PSEA-PACE an aggregate in excess of \$10 in a calendar year or whose contributions to The NEA fund aggregate are in excess of \$200 in a calendar year. Federal law prohibits The NEA Fund from receiving contributions from persons other than members of the NEA and its affiliates and their immediate families. All contributions from persons other than members of the NEA and its affiliates, and their immediate families, will be returned forthwith.

With knowledge of this information, I agree that my authorization for political action pledges as indicated by the marks below and my authorization for payroll deduction, if available, shall continue in force from year to year unless revoked or modified by me by giving written notice to my local association.

PSEA-PACE for State Elections (Please check one)

\$26 Contribution

Other Amount

I do not wish to give

NEA Fund for Federal Elections (Please Check one)

\$6 Contribution

Other Amount

I do not wish to give

Next

“How to” Join the BEA through Online Enrollment

- Finally, you will be shown a summary of your membership dues, PACE contribution (if applicable), and enrollment information.
- *Please review and verify everything is correct before submitting your enrollment.*
- Once you click complete, the BEA will receive a notification and be prompted to review your enrollment for approval.
- Upon review, you will receive confirmation of the approval or denial of your enrollment.
- You may be prompted to sign up for Direct Dues - **Please note that the BEA is *not* part of the Direct Dues program.**
- You should have been provided a BASD payroll deduction permission slip to complete, sign, and return to the BEA one of the following ways:
 - Scan and return your signed slip via email to bea18018@gmail.com
 - Use interdistrict mail to **Laura Keding @ Ed Center**
 - Send via US mail to the address below

Bethlehem Education Association

618 Fourth Ave, Suite 209

Bethlehem, PA 18018



Please do not hesitate to contact the BEA office at bea18018@gmail.com for any assistance with the enrollment process. We look forward to welcoming you to the BEA!

This guide is based on PSEA's online enrollment guide with amendments made in order to assist potential BEA members.