



Candidate Join Process

Step 1

The new Candidate needs to go to 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.



[Non-Member Course Schedule](#) [Join As Associate](#) [Contact Us](#)

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 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”.

f i y t in 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

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 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 , 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 in the middle of their screen that says “PATROL CANDIDATES JOIN”. The new Candidate will click on this button. They will be brought to a screen that will explain the join process. Click NEXT.



Select the **For Members** button to obtain member information.

To pay your dues, select your profile where it says "Hi, Name" near the top right then click on the Renew Now button.

The email log that was available in the member profile has been removed because it was not functioning properly.

For Members

Patrol Candidates Join

Host Member Join

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	
Candidate Online Join	1	89.00	89.00	Remove

Update

Cart Charges

Item Total	89.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	89.00

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 website as a NSP Member.**

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