



Host Member Join Process

Step 1

The new Host Member 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 Host Member 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 .



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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 Host Member will receive a 6 digit ID number that they will need to give to their Host Unit Representative. This is the Host Member's permanent ID number and the Host Member should not use the “Create Account”



function again in the future. The Host Member 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 Host Member’s profile. New Host Members should have a record type of “Entered on Web”.



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 Host Unit Representative will add the new Host Member to their roster using the Unit Representative tab on the www.nsp.org website. **There will then be an overnight delay before the New Host Member can continue to step 4.**

Step 4

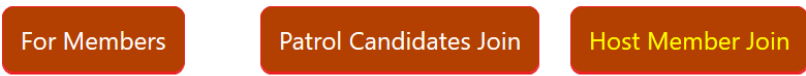
The new Host Member will go to www.nsp.org and sign in to their account using their email address as username and the password they created in Step 1. After they sign in they will see a button in the middle of their screen that says “Host Member Join”. The new Host Member will click on this button. They 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.



Step 5

After the new Host Member clicks NEXT they should get a screen that breaks down their National, Division, and Region dues, as applicable. If the Host Member does not see this screen then most likely they were not added to the roster by the Host Unit Representative, or it has not been 24 hours since they were added.

Host Member Information for Joining Host Member Join Thank you

Click Add to Cart Button and then View Cart Link to Complete the Join Process

Host Online Join

Dues Payments

Item	Unit Price	Quantity	Amount
<input checked="" type="checkbox"/> Host Dues	55.00	1	55.00
Subtotal			55.00

Add to Cart

Previous Next



Step 6

The Host Member 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	
Host Online Join	1	55.00	55.00	Remove

Update

Cart Charges

Item Total	55.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	55.00

Payment Details

Payment amount 55.00

Payment method

*Card number

*Name on card Required

*Expiration date

*CSC

Step 7

The Host Member 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 Host Member should receive a confirmation email sent to the email on their account within 2 hours of submission. The following business day the Host Member should receive a NSP membership



card to the email on file. **There is a processing delay of up to 2 business days after the Host Member 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.**