

## How to Process a New Membership Online

1/4/17

Go to <https://schoolnutrition.org>

Click on the green SHOP button located on top right of Home Page

Scroll down the page and select National Dues category

In **Step 1** Select your product: Employee, Manager or Director

Now you are required to log on

If you have no online account, you need to register

For SNA member, use Member Registration link

For non-member, use Non-Member Registration link

After log on or register, you are sent back to the product page – **Step 2**

In **Step 2** Click Add to my cart button then click Proceed to Checkout

In **Step 3** you will see State Dues have been added

Review quantity (should be 1) on each line item

Scroll down the page and click the red Check Out button

In **Step 4** you will verify your address and items

Click Next Step button

In **Step 5** Enter your Credit/Debit Card information and click Place Order button