



ILLINOIS
EDUCATION
ASSOCIATION

Online Enrollment Portal Documentation

Overview


Members can now enroll online!

1. Visit ieane.org and click the “Join Us” link or visit join.ieane.org.
2. Members will complete the online enrollment application.
 - a) An email will be sent to local leaders, letting them know an individual has submitted an enrollment application for verification of membership eligibility and membership type for dues deduction.
 - b) If the individual is not a member of the bargaining unit, the local leader should contact their region office and request to have the individual cancelled from the local’s roster.
 - c) If the individual’s membership type category is not correct, they are instructed to reach out to the region office to have the membership type category changed.
3. The new member receives a confirmation email once their application is complete and receives a welcome email once their application is processed in IMS.
4. There are multiple membership classification links on the IEA Join Us homepage that will allow new members to join their respective classification:
 - PK-12 Certified - New
 - Educational Support Professional - New
 - Higher Education Certified - New
 - Higher Education ESP - New
 - Pre-Retired
 - Retired
 - Aspiring Educator (*Students*)
 - Associate Membership











Membership Classification

The new member should select the appropriate **membership classification** according to his/her employment. (Example: Teachers select PK-12 certified, Bus drivers would select PK-12 Education Support Professional. etc.)

EXIT

JOIN IEA

Select your membership classification below.


 PK-12 Certified	 PK-12 Education Support Professional	 Higher Education Certified
 Higher Education - Education Support Professional	 Retired	 Pre-Retired
	 Aspiring Educator	 Associate Membership



Membership Information

Next, the new member will enter their member information.

- The **projected starting salary** is based on the new individuals projected base salary for the enrolling membership year.
- The “**Classification**” should not need changed if the new individual selected the appropriate box on the previous screen.
- The “**Membership Type**” is based on the number of hours worked (Full-time, Part-time, Quarter-time, based on a full-time employee as set by the local/contract) For any assistance, the member should reach out to their Local Membership Contact. The local Membership Contact may reach out to their IEA region office for any assistance needed.

EXIT

(Fields with a red asterisk * are a requirement for enrollment.)

Membership Year *	Enrollment Type *		
2023-2024	New Member		
Employee ID #	Employment start date *		
(Optional)	8	4	2023
First year employed in education *	Are you a former IEA Student Member? *		
2023	Yes		
2023-2024 Projected Starting Salary *			
Enter your 2023-2024 projected starting salary.			
<i>Please note: if transferring from another IEA affiliated local and remaining in the same membership category; please enter your 2021-2022 creditable earnings as reported to the applicable retirement systems.</i>			
\$45,225.00			
Classification *	Membership Type *		
PK-12 Certified	Active Professional - Full Time		


If you are unsure which to select please contact the Local President or Membership Contact.

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Employment

Note: It is important that new members select the correct “**Employer**” and “**Local Association Name**” on this screen. The employer selected dictates which locals are available in the “**Local Association Name**” dropdown box.

If an error occurs where a new member signed up with an incorrect local, the local should send an email to IEAMembershipProcessing@ieanea.org and they will review/remedy the situation. IEA Membership Processing monitors this email inbox and will contact the appropriate local to inform the member that they need to re-enroll in their correct local. A new enrollment form is needed in this situation because we must have a valid enrollment form with the members signature associated with the correct local and employer on file.

EXIT

Membership Enrollment

1 Membership 2 Employment 3 Dues 4 Personal Information 5 Interest 6 Authorization

Employment

Employer *

KILDEER COUNTRYSIDE C C S DIST

Local Association Name *

KILDEER COUNTRYSIDE ESP

Worksite

Please Select

Position Category

Please Select

Position Name

– Fill Out Other Fields –

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Employment-Worksite

After selecting the **Employer**, the **Local Association** is filtered to only the **local association** and **worksite(s)** associated with the selected employer.

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Membership Enrollment

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Employment

Employer *

KILDEER COUNTRYSIDE C C S DIST

Local Association Name *

KILDEER COUNTRYSIDE ESP

Position Category

Please Select

Worksite

Please Select

Please Select
KILDEER COUNTRYSIDE ELEM SCHOOL
WILLOW GROVE EARLY LEARNING CENTER
PRAIRIE ELEMENTARY SCHOOL
IVY HALL ELEMENTARY SCHOOL
TWIN GROVES MIDDLE SCHOOL
COUNTRY MEADOWS ELEM SCHOOL
WOODLAWN MIDDLE SCHOOL

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Employment-Position



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Membership Enrollment

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Employment

Employer *

KILDEER COUNTRYSIDE C C S DIST

Local Association Name *

KILDEER COUNTRYSIDE ESP

Worksite

KILDEER COUNTRYSIDE ELEM SCHOOL

Position Category

Food Services

Position Name

Cook/Food Prep Wrkr

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Dues Information

The **Dues Information** page displays the dues based on the membership type previously selected. Proration of dues will occur automatically starting October 1st based on the date the new member signs the form electronically. The dues amounts may not be altered with the exception of the **NEA FCPE** and **IEA Crisis Funds**.

Please note: The notice under “Total Dues” states “This amount does not include Local Dues”

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NEA Dues	IEA Dues	IPACE
<input type="text" value="\$208.00"/>	<input type="text" value="\$494.00"/>	<input type="text" value="\$30.00"/>
Local Dues	NEA Fund for Children & Public Education	IEA Crisis Fund
<input type="text" value="\$"/>	<input type="text" value="\$ Enter contribution amount"/>	<input type="text" value="\$ Enter contribution amount"/>
Total Dues		
<input type="text" value="\$732.00"/>		
(The Total Dues amount does not include Local Dues.)		
Payment Method *		
<input type="text" value="Please Select"/>		

IPACE STATEMENT: Contributions to IPACE of \$30.00 may be used to support candidates for local or state office. A different amount may be established annually by IEA. These contributions are voluntary and not required as a condition of employment or membership in any organization. A refund of this amount may be obtained if written notification is given by the member to IPACE, 100 E. Edwards St., Springfield, IL 62704, prior to Dec. 31 of the current school year. IPACE refund request forms can be obtained from the IEA Government Relations Department. Contributions to IPACE are not deductible as charitable contributions for federal income tax purposes.

NEA FCPE STATEMENT: The NEA Fund for Children and Public Education (NEA Fund) collects voluntary contributions from association members which are used 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. Only U.S. citizens or lawful permanent residents may contribute to the NEA fund. Contributions to the NEA fund are voluntary; making a contribution is neither a condition of employment nor membership in the association, and members have the right to refuse to contribute without suffering any reprisal. Contributions to the NEA fund are not deductible as charitable contributions for federal income tax purposes. Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation, and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year.

IEA CRISIS FUND STATEMENT: This IEA Crisis Fund provides direct financial assistance to help alleviate financial burdens incurred by members who are on strike. The IEA suggest that active members voluntarily contribute \$2.00, or more, annually to the IEA Crisis Fund. Contributions to the IEA Crisis Fund are voluntary and are not required as a condition of employment or membership in any organization. You also may donate directly to the IEA Crisis Fund by visiting the IEA website at <https://ieanea.org>. Contributions to the IEA Crisis Fund are not deductible as charitable contributions for federal income tax purposes.

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Personal Information

Fill in all of the appropriate personal information listed. It is very important to include a personal email address to receive emails related to the online enrollment application.

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Personal Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suffix	Maiden Name	
<input type="text"/>	<input type="text"/>	
Address *		
Street Address		
<input type="text"/>		
Address Line 2		
<input type="text"/>		
City	State	
<input type="text"/>	Illinois <input type="text"/>	
ZIP Code		
<input type="text"/>		
Personal Email *		
Enter Email	Confirm Email	
<input type="text"/>	<input type="text"/>	
*Cell Phone *		
<input type="text"/>		
Last 4 digits of your Social Security Number		Date of Birth *
<input type="text"/>		Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Ethnicity		
<input type="text"/>		
Primary Home Language		Gender Identification
<input type="text"/>		<input type="text"/>

* By providing my phone number, I understand that the National Education Association (NEA) and its affiliates, including the Illinois Education Association-NEA (IEA-NEA), the local association, NEA Member Benefits and NEA360, may use automated calling techniques and/or text message me on my cellular phone on a periodic basis. I understand I can unsubscribe from receiving such messages by contacting IEAConnect at 1-844-432-1800. The NEA, IEA-NEA, and my local association will



Interests

As an educator you have a close-up view of the opportunities and challenges facing our schools. These questions will help us provide the support you and your school need most.

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Interests in Issues

As an educator, you have a close-up view of the opportunities and challenges facing our schools. These questions will help us provide the support you and your school need most.

Our association provides support and tools to ensure your success with students. What tools/trainings would you like to hear more about?

<input type="checkbox"/> Classroom management (e.g. student behavior, relationships with students)	<input type="checkbox"/> Lesson planning
<input type="checkbox"/> Working with mentors/coaches	<input type="checkbox"/> Working with families
<input type="checkbox"/> Collaborating with administrators and colleagues	<input type="checkbox"/> Unpacking professional expectations (e.g. evaluations, observations)

Our association works to ensure every school provides our students with the opportunities to succeed. Which of the following issues are most important to you?

<input type="checkbox"/> Social and racial justice	<input type="checkbox"/> Meeting the needs of students in poverty
<input type="checkbox"/> Family and community engagement	<input type="checkbox"/> Fully funded schools
<input type="checkbox"/> Education policy – Contribution to critical decisions affecting my students, school and district	<input type="checkbox"/> Political advocacy – Supporting education policies to ensure all students have opportunities to succeed

Our association advocates for conditions that retain high-quality educators for all students. Which of these are you interested in learning about?

<input type="checkbox"/> Salary	<input type="checkbox"/> Educator rights and responsibilities
<input type="checkbox"/> Health care benefits	<input type="checkbox"/> Pensions and retirement security
<input type="checkbox"/> Student debt and/or finances	<input type="checkbox"/> Stretching your paycheck
<input type="checkbox"/> Working conditions	

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Continue to Next Step



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Authorization

The authorization page is where the new member checks to agree to **Membership Commitment** and **Annual Payment Authorizations**. An electronic signature is also required on this page. Once the new member clicks on **Submit Membership Form**, they will become a member.

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Authorization

Membership Commitment *

I want to join my fellow employees and become a member of the local association, the Illinois Education Association-NEA, and the National Education Association. I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations.

☒ Yes I agree

Annual Payment Authorization *

I hereby agree to pay the annual (Sept. 1 – Aug. 31) dues, fees and assessments established by the three associations in consideration for the services the union provides and hereby authorize my employer (including any other employer to which my employment is transferred by law or agreement) to deduct from my pay such dues, fees and assessments, as well as voluntary contributions to Illinois Political Action Committee for Education (IPACE), as these sums are annually established, and to NEA Fund for Children and Public Education (NEA FCPE), and/or voluntary contributions to IEA Crisis Fund, to forward such amounts to my local association (or IEA-NEA, if the local association is no longer affiliated with IEA-NEA). I understand that those annual amounts are subject to periodic change by the governing bodies of the associations. I authorize on a continuing basis, regardless of my membership status, the payment of those annual amounts established by the three associations through payroll deduction (or check) unless (a) I revoke this authorization in a signed writing sent to the IEA President at the following address: 100 E. Edwards St., Springfield, IL 62704 via U.S. Mail by Sept. 15 of the current membership year for which the authorization is to be cancelled or b) my employment ends.

☒ Yes I agree

I understand that this agreement is voluntary and is not a condition of employment and that I have the legal right to refuse to sign this agreement without suffering any reprisal.

Dues payments and contributions or gifts to IPACE, NEA FCPE and IEA Crisis Fund are not deductible as charitable contributions for federal income tax purposes.

The invalidity or unenforceability of any particular provision shall not affect the validity and enforceability of other provisions in this Agreement.

Digital Signature *

I understand that signing this box constitutes a legal digital signature confirming my understanding and agreement to the above.

Signature of *

Jamie Schumacher

Signature Date *

08/24/2020

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Submit Membership Form




Member Email Confirmation

An email is immediately generated to the new member as well as the local President and Membership Contact. This email includes a copy of the signed enrollment form.

Remember: The total does not currently include local dues; therefore the local will need to include the local dues amount on to the enrollment form prior to sending the form to payroll to begin dues deductions. The new member should also be informed of the change in total after adding the local dues amount.


EXIT



Thank you!

We're so happy to have you as a member! You will be getting an email confirming your registration and next steps.


In the meantime, please enjoy this video about the power of belonging to a union and information about the benefits of membership!




What we do

Unions have played a critical role in building and protecting the middle class in America. We provide hard-working people economic stability for their families and give them the tools to build a good life, home and education for themselves and their children. Unions raise wages for both union and nonunion workers. They advocate for policies that benefit all working people such as increases to the minimum wage, affordable health care and great public schools. Through collective bargaining, members of strong unions are scoring victories that help entire communities.

Benefits of membership



Membership Privileges

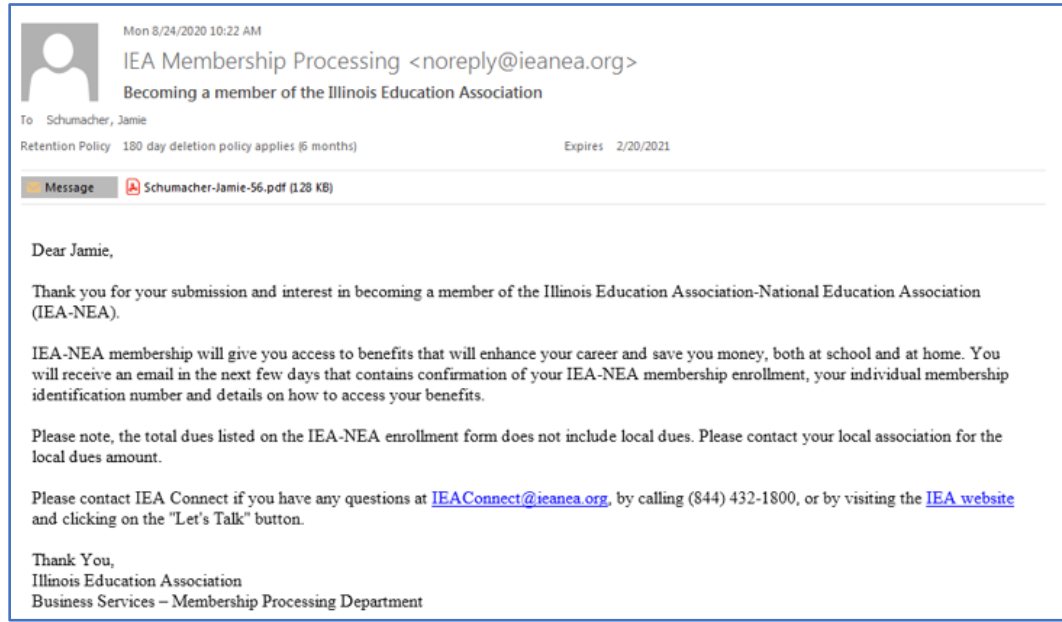


Reasons to Belong



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Below is an example of the email generated to the new member upon enrolling.





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Local Leader Email

An email is immediately generated to the Local Membership Contact and Local President on file which includes a copy of their enrollment form. The local leader should inform the new member of the local dues amount that will be included in their total dues deducted and inform the district payroll to begin deducting dues.

Hall, Dawn

From: IEA Membership Processing <noreply@ieanea.org>
Sent: Thursday, October 8, 2020 11:01 AM
To: IEAMembershipProcessing
Subject: New IEA member submission
Attachments: 1037-McPheeters-Angela.pdf

Dear Local Leader,

Attached is a new membership enrollment form received through the Illinois Education Association join.ieanea.org website.

Please review the form to ensure this individual is a member of your bargaining unit and therefore eligible for membership. If so, please verify the membership dues category is correct and immediately inform the district payroll office to begin deducting membership dues.

Please note, the online member enrollment form does not include local dues. Please inform the member of the local dues amount that will be included in the total amount of dues deducted/due.

If the individual is not an eligible member of your bargaining unit, please contact your local region office as soon as possible to have the individual cancelled from your local's roster. If the membership type is incorrect, please contact your local region office as soon as possible with the correct membership type.

If you have any questions regarding this enrollment, please contact IEA Membership Processing at IEAmembershipprocessing@ieanea.org or call (800) 252-8076.

Thank You,
Illinois Education Association
Business Services – Membership Processing Department