



# Group Statement Requests

*Follow the steps outlined in this document to complete your Group Statement*

# Group Statement Requests

## Steps for New Applicants

- ▶ Visit [www.ieee.org/join](http://www.ieee.org/join) , select to 'Join as a professional' or 'Join as a student'.
- ▶ Select the "Create Account" button. Enter your name, email address, password, and click on 'Create Account' button.
- ▶ Enter your profile information, including mailing address, education and/or employment information if needed to complete your registration. You do not need to 'Proceed to checkout' after you've saved your information.
- ▶ Send your Name, Email address/Username, and IEEE member number to the organizer.
  - Note: You may find your IEEE member number by clicking on your name to access 'My Account' then click on the 'Manage personal profile' link.

The screenshot shows the IEEE website header and navigation. The top navigation bar includes links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. On the right, it shows 'Cart (0)', the user name 'Matthew Plotner' (circled in green), and a 'Sign Out' link. Below the navigation bar is the IEEE logo and tagline 'Advancing Technology for Humanity', followed by the text 'The world's largest technical professional organization for the advancement of technology'. A search bar is present with the text 'Search all IEEE websites'. Below the search bar are social media icons for LinkedIn, Facebook, Twitter, YouTube, and Instagram. At the bottom, there is a navigation menu with links for 'About', 'Membership', 'Communities', 'Conferences', 'Standards', 'Publications', and 'Education', along with a 'JOIN IEEE' button. On the right side, a user profile card is shown with a photo of Matthew Plotner and a link to '> Manage personal profile'. A blue arrow points from the circled name 'Matthew Plotner' to the 'Manage personal profile' link.

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## *Steps for Renewing IEEE Members*

- ▶ Visit [www.ieee.org/renew](http://www.ieee.org/renew), click the 'Renew Now' button and sign in with your IEEE Account.
- ▶ Verify and/or update your profile information including your address, education, and employment information, if needed.
- ▶ Review your shopping cart and make changes if needed. You do not need to 'Proceed to checkout' after you've saved your changes.
- ▶ Send your Name, Email address/Username and IEEE member number to the organizer.

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## *Steps for Organizers*

- ▶ Ensure all individual applicants / renewing members that you are paying for have completed the following information online:
  - Mailing Address, Education Information and/or Employment Information
- ▶ Complete the IEEE Group Statement Template Form (Excel Spreadsheet).
  - Fill out the 'Request Date', and 'Bill To' information.
  - Select your preferred payment method (Bank Transfer/Wire Transfer/ACH, Credit Card/PayPal, or Check)
  - For each individual applicant / renewing member that you are paying for, be sure to enter the 'IEEE Member Number', 'First Name', 'Last Name', 'Member Email Address' and 'Order Total Amount (USD)'
    - *Note: 'Order Total Amount (USD)' should exactly match the total amount for the products in the individual's shopping cart*
- ▶ Email the completed form to 'groupinvoice@ieee.org'.
  - Upon receiving the list, we will create a Group Statement form in PDF version, and email it to you along with the payment instructions within 3 -5 business days
    - *Note: Any applicants/renewing members with incomplete or inaccurate information will delay the response*
- ▶ Once payment is received by the IEEE a confirmation will be sent. Your order will be completed within 10 business days after payment confirmation.