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.
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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.