



North Atlantic Health Sciences Libraries, Inc.

A Regional Chapter of the Medical Library Association

Maine
Vermont New Hampshire
Massachusetts
Rhode Island
Connecticut

Using the *Wild Apricot Portal* to join
NAHSL as a new member



2016

This is a two-step process. First, join NAHSL as a new member. Then, you will return to this screen to create a password for NAHSL's Membership and Event Portal.

Male
New Hampshire
Massachusetts
Rhode Island
Connecticut

Email

Password

☐ Remember me

[Forgot password](#)

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Welcome to NAHSL's Membership and Event Portal



At the Portal Homepage, click the "Membership" link on the left navigation bar.

New Haven, CT - October 23-25, 2016. Details coming soon!.



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Membership

Select membership level

* Mandatory fields

- * Membership level
- ☐ **Regular Membership - \$50.00 (USD)**
Subscription period: 1 year, on: January 1st
No recurring payments
Payment of dues required by March 15 to qualify for awards and to receive discounted pricing for CE and annual conference.
 - ☐ **Retired Member - \$25.00 (USD)**
Subscription period: 1 year, on: January 1st
No recurring payments
Payment of dues required by March 15 to qualify for awards and to receive discounted pricing for CE and annual conference.
 - ☐ **Student Membership - Free**
Subscription period: 1 year, on: January 1st
No recurring payments
Membership period equals one calendar year from January 1st through December 31st.

Choose "Regular Membership," "Retired Membership" or "Student Membership" (student members must be enrolled in an accredited graduate library sciences degree program) and then click "Next."

Next



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Membership

Level Regular Membership - \$50.00 (USD)
Subscription period: 1 year, on: January 1st
No recurring payments

Enter your email

* Mandatory fields

e-Mail

Security check

* Code

Type the 6 characters you see in the picture

6J V W N 3



Type in your e-mail address. This will become your **User Name** in the Portal. Following completion of your application, you will have the opportunity to set up a **password** to use in the system as well.
NOTE: Students, please use your library school e-mail.

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On this screen, add
(required):

- Your Name
- Institution or School
- Library
- Address and Phone Number
- MLA Membership Type
- AHIP Level.
- (optional) NAHSL Committee choice

Membership

Level Regular Membership - \$50.00 (USD)
Subscription period: 1 year, on: January 1st
No recurring payments

Fill in application form

* Mandatory fields

First name	Melvil
Last name	Dewey
e-Mail	melvil.dewey@letscatalog.org
Phone	518-474-5355
Institution (or Library School/Company)	New York State Library
Library	
Address	222 Madison Ave
Address (2)	
City	Albany
State	NY
Zip Code	12230
MLA Membership Status	<u>Clear selection</u> <input type="radio"/> None <input checked="" type="radio"/> Individual <input type="radio"/> Institutional <input type="radio"/> Dual
AHIP Level	AHIP=Distinguished
Please indicate a NAHSL committee upon which you wish to serve	Archives

Cancel

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Membership



Review and confirm

Level Regular Membership - \$50.00 (USD)
Subscription period: 1 year, on: January 1st
No recurring payments

Total amount **\$50.00 (USD)**

Cancel

Back

Confirm

Application data

First name Melvil
Last name Dewey
e-Mail melvil.dewey@letscatalog.org
Phone 518-474-5355
Institution (or Library
School/Company) New York State Library
Library
Address 222 Madison Ave
Address (2)
City Albany
State NY
Zip Code 12230
MLA Membership Status Individual
AHIP Level AHIP=Distinguished
Please indicate a NAHSL
committee upon which
you wish to serve Archives

At the “Review and confirm” page, you will have one final opportunity to review your information. If you need to make a change, use the “Back” button. To continue, click “Confirm and proceed with payment.” Students – this will be the final step in the process.

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Membership



Review and confirm

Level Regular Membership - \$50.00 (USD)
Subscription period: 1 year, on: January 1st
No recurring payments

Total amount **\$50.00 (USD)**

Payment instructions To pay by Credit Card, use the "Pay Online" button on this page. You can pay using your existing PayPal account or by paying as a "PayPal guest" (no PayPal account needed).

To pay by check, print the invoice. Please mail this invoice, along with your payment made out to NAHSL, to:

FOR MEMBERSHIP:
Valori Ann Sanfi
NAHSL Membership Chair
102 Wetherell Street
Unit #9
Manchester, CT 06040



Cancel

Back

Invoice me

Pay online

At the "Review and confirm" page, choose one of the buttons:

- a) **Pay online** using your existing PayPal account, or as a guest using your own credit card.
- b) **Invoice me** if you want to pay by check.

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My profile

 [Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#)  [Invoices and payments](#)

Membership details



Your application has been submitted and is being reviewed. It will be activated upon approval and receipt of payment.

[View / Pay invoice](#)

Membership level **Regular Membership - \$50.00**
(USD)

Subscription period: 1 year, on:
January 1st
No recurring payments

Membership status **Pending - New**

Member since **11 Dec 2015**

Renewal due on **Never**

FOR CHECK PAYMENTS
ONLY – Click the
View/Pay invoice
button.

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Invoice #01489



Balance due: \$50.00

To pay by Credit Card, use the "Pay Online" button on this page. You can pay using your existing PayPal account or by paying as a "PayPal guest" (no PayPal account needed).

To pay by check, print the invoice. Please mail this invoice, along with your payment made out to NAHSL, to:

FOR MEMBERSHIP:
Valori Ann Banfi
NAHSL Membership Chair
102 Wetherell Street
Unit #9
Manchester, CT 06040



[Pay online](#)

or pay offline

Print this page and mail it to Valori Banfi, membership chair. Please include the invoice number on your check.

Invoice details

Balance due \$50.00

Amount \$50.00

Invoice # 01489

Date 11 Dec 2015

Origin [Member application](#)
Regular Membership

Invoiced to melvil.dewey@letscatalog.com



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AS A NEW MEMBER, you need to set up your account on the Membership Portal. This will allow you to update your profile, register for CE Classes and the Annual Conference, plus easily renew your membership in the following year.

Click **“Forgot Password”** and follow the prompts to complete the setup process.

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Reset password

Your email

Code

Type the 6 characters you see in the picture



© North Atlantic Health Sciences Libraries

Type the e-mail you just used in applying for membership. This will be your user ID. Then, type in the 6 character code and click "Submit." An e-mail will be sent to you containing a dedicated "change password" link as well as instructions on choosing your new password. THAT'S IT! Welcome to NAHSL.