

Directions for Completing State Membership Invoice

First, thank you for purchasing a State Membership! This helps NAUIAP “keep the lights on” between our Annual Training Conferences. It also reduces the cost for any of your members who attend the Annual Training Conference because you will have “pre-paid” their Individual Membership, which is a \$50 per attendee charge for all attendees whose states have not purchased a State Membership.

Second, there are four (4) levels of State Membership, varying in size and cost, as each state has different staff sizes, needs, budgets, etc. The four (4) levels are:

Large State Membership	76+ Individuals	\$1,500
Medium State Membership	26-75 Individuals	\$1,000
Mid-Sized State Membership	16-25 Individuals	\$500
Small State Membership	1-15 Individuals	\$250

The Generic State Membership Invoice has a series of information fields which need to be filled out. They are your State’s Name; your Billing Contact’s Name; their Department’s Name, Street Address, City, State and ZIP Code. This information will help us next year when it comes time for renewals.

When selecting the level of State Membership, please put an “X” in the row of your choice under the column heading “Select Level.” Then, for each level of State Membership you do not want, “click” on the three (3) rows which are not being chosen under the column heading “Amount” and hit “Delete.” The Invoice will do the math and deduct the three levels you are not selecting from the “Total.” Then simply “Save As” and you have a completed Invoice ready to go to your Billing Department; either in hard copy or an electronic version. Please also email a copy to our Treasurer, Suzanne Manning, so we can keep our records straight. Her email address is SEManning@dwd.in.gov.

Payment can be made by check, sent to the address on the Invoice, or by going to the NAUIAP Website, “clicking” the “Membership” tab and following the steps to pay by credit card.

The last step is to provide us with the names and email addresses for your members. Please send that information to our Membership VP, Pam Toguchi. Her email address is Pamela.A.Toguchi@hawaii.gov.

If you have any questions, please contact me at daniel.doherty@maryland.gov or at (410-570-2032).

Again, thanks for supporting the National Association of Unemployment Insurance Appeals Professionals as we strive to support you and your appeals personnel!

Dan.