

How to Pay Dues:

It is important to note that with the new website, **ALL** NORM members will be considered “new members” and be required to create a new, unique password for yourself. Your username is your email address.

Go to <http://www.normgroup.org>

1. In the top right corner of the website, click on “be connected” in header pictures or under Membership click on JoinNORM.
2. Once you click on one of the links above, you will be prompted to add membership information.
 - a. You must create membership information. You cannot pay dues until you complete this step. Remember everyone is a new member this year.
 - b. **TIP: How you type your information here—how it looks and how it is spelled—is how it will appear in the Membership Directory. Example: If you type your first name in ALL CAPS, it will be all caps in Membership Directory.**
3. Once your membership information is entered, you will see where you can pay your dues. The membership will already be in your cart. You can also add your 2015 NORM Conference Registration by scrolling down, looking to the left side of the screen and clicking on it.
4. Once you have added what you needed to your cart, click “Proceed to Checkout”.
5. Fill out all of your required information. Anything with a * is required in order for you to pay your membership dues. If you miss anything, you will be prompted before check out.
6. Click “Place Order”.
7. Now that you are finished, an email will be sent to your inbox confirming your NORM dues payment.

How to Pay 2015 Conference Fee In Future:

If you paid your dues earlier in 2015 and now want to pay your conference fee please follow the instructions below.

Go to <http://www.normgroup.org>

1. In the top right corner of the website, click on “MEMBER LOGIN”.
2. Enter your username and password created when you paid dues.
 - a. TIP: These are case sensitive so be sure to have caps lock turned off before entering in your information.
 - b. If you lost your password or username, use the contact button to contact Tammy Bulger. She will reset your password and email you with instructions within 24 hours.
3. In the right hand column you will 2015 Conference Registration and under it add to cart. Click add to cart.
4. Next “Proceed to Checkout”.

5. Fill out all of your required information. Anything with a * is required in order for you to pay your membership dues. If you miss anything, you will be prompted before check out.
6. Click “Place Order”.
7. Now that you are finished, an email will be sent to your inbox confirming your NORM 2015 conference fee payment.

How to Access Members’ Only Area:

Once you pay your dues and receive an email confirming your membership you will have access to the members’ only area of the website.

Go to <http://www.normgroup.org>

1. In the top right corner of the website, click on “MEMBER LOGIN”.
2. Enter your username and password created when you paid dues.
 - a. TIP: These are case sensitive so be sure to have caps lock turned off before entering in your information.
 - b. If you lost your password or username, use the contact button to contact Tammy Bulger. She will reset your password and email you with instructions within 24 hours.

How to Update Your Membership Information:

Once you pay your dues and receive an email confirming your membership you will have access to the members’ only area of the website.

Go to <http://www.normgroup.org>

1. In the top right corner of the website, click on “MEMBER LOGIN”.
2. Enter your username and password created when you paid dues.
 - a. TIP: These are case sensitive so be sure to have caps lock turned off before entering in your information.
 - b. If you lost your password or username, use the contact button to contact Tammy Bulger. She will reset your password and email you with instructions within 24 hours.
3. Update your membership information on that page and submit.