

Online Dues Conversion and Membership Update Guide



WHAT YOU WILL NEED TO JOIN:

- Your AFSCME membership number (step 2 below)
- A personal email account you can verify (step 3 below)
- A payment account number

HINT: All the following links are available at www.afscme962.org/join

1. Create an account using the new membership suite




Go to members.afscme962.org to start the process. Click the “Sign Up Now” box to set up an account.

A screenshot of a web browser window showing the login page for the MemberLink system. The browser's address bar displays "members.afscme962.org/Login.aspx". The page features the AFSCME 962 logo in the top left corner. The main content area is divided into two sections: "First Time Here?" and "Sign In". The "First Time Here?" section includes a green "SIGN UP NOW" button and a note: "Make sure you have your Union Membership Card ready as we will need your member number." The "Sign In" section contains two input fields: "Username*" and "Password*", each with a "Forgot your [username/password]?" link to its right. Below the password field is a green "LOGIN" button and a "Remember Me" checkbox.

MemberLink

members.afscme962.org/Login.aspx



First Time Here?

SIGN UP NOW

Make sure you have your Union Membership Card ready as we will need your member number.

Sign In

Username* Forgot your username?

Password* Forgot your password?

LOGIN Remember Me

2. Do you know your membership number?



YES: Skip this step and proceed along to step 3.

NO: Look up your member number at bit.ly/AFSCME-Number or the link below, or scan the QR code with your phone camera.

[HTTPS://ENTERPRISE.AFSCME.ORG/ENTERPRISE-API/UTILS/MEMBERLINK](https://enterprise.afscme.org/enterprise-api/utills/memberlink)

The screenshot shows a web form titled 'What's My Number?'. It has a search bar with a person icon and the text 'Member Search'. Below the search bar are three input fields: the first contains 'Dreadless', the second contains 'Stubbs', and the third contains '43214'. A blue 'Search' button is at the bottom.The screenshot shows a confirmation screen with a green checkmark icon. The text reads 'Your Member # 16375685' and 'Member Match Found'. Below this is a green button labeled 'Copy to Clipboard?' and a grey button labeled 'Cancel'. At the bottom, it says 'Copy To Clipboard And Paste Into Another Application'.

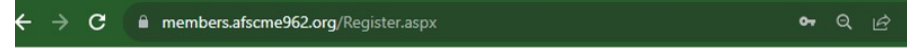
bit.ly/AFSCME-Number

3. Complete Registration



- Add your Membership number (Member ID)
- Add your first and last name.

Then you will be able to create a password and click register.



Registration

Please fill in all of the fields below to register. Your Home Email will be your username. As part of the registration process, we will send you a link to confirm your email address.

Who are you?

Member ID*

First Name*

Last Name*

Create a new account

Home Email*

Confirm Home Email*

Password*

Very Weak

Confirm Password*

REGISTER



4. Confirm your personal email address.

- Enter your email.

Within a few minutes, you will receive a message at that address with instructions on how to confirm the email address.

AFSCME - IN/KY CN 962 MemberLink

Hello Chris Bacon,


Thanks for signing up for MemberLink. Click [here](#) to confirm your email and activate your account.

As a reminder, your username is
808hamilton@gmail.com.

Thanks,

AFSCME - IN/KY CN 962

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 We're sending you a link to confirm your email address of: stubbsdreadlessafscme@gmail.com. If you do not receive it within 5 minutes or so, please check your Junk Mail or Spam folders. You need to click the link in the email within 1 hour and activate your account before you can log in.



5. You will be sent to the MemberLink homepage.

- Click the “Sign Member Card Here” link.

The screenshot shows the MemberLink homepage for AFSCME 962. The browser address bar displays `members.afscme962.org/Default.aspx`. The user is logged in as Chris Bacon (Username: 808hamilton@gmail.com) and can click "Log Out". The navigation menu includes: HOME PAGE, MY PROFILE, MY PAYMENTS, MAKE CHANGES, NEWS, and SIGN MEMBER CARD HERE. The main content area features a "Your Info" section for Chris Bacon with contact details and an "UPDATE ADDRESS" button. A "SIGN MEMBER CARD HERE" link is highlighted with a blue box and labeled "Member Card". Other sections include "Quick Links" with a "SIGN MEMBER CARD HERE" link and "Quick Contacts" listing David Shockley as Local President.

6. Confirm and update contact info.



- Fill in mobile number,
- Update email or any personal contact information that you would like to share
- Click Next.

(You will need to provide Name, Address and Home Email.)

members.afscme962.org/UpdateEmail.aspx

Logged in as First Name Last Name (Username:) | Log Out

HOME PAGE MY PROFILE MY PAYMENTS MAKE CHANGES NEWS SIGN MEMBER CARD HERE

Member Card

Update My Email

Please verify that the email addresses below are correct. If you want to remove an email address, clear the appropriate box.

Home Email* Primary Email

Work Email Make Primary

By submitting this form, you/the Member consent to the use of these email addresses by the Union, who will not sell or provide any personal information to third parties. Email addresses provided will remain confidential and will only be used for Union-related business.

Ask me to verify my email every time I log in

SUBMIT

7. Complete Job Information page



- For “Job” your local union should be pre-selected, unless you have two different AFSCME bargaining units (in which case, select one).

- Select your preferred payment mechanism.

Remember: this is a secure system. Your information is encrypted and protected.

The screenshot shows a web browser window with the URL `members.afscme962.org/AFSCMEINTLGlobalMemberCard2.aspx`. The page is titled "Job Information" and contains a form with the following fields:

- Job***: City of Newport - 0286-0000
- Employer**: City of Newport
- Local**: 0286-0000
- Classification**
- Department**
- Account Type***
- Dues Rate***
- Dues Amount**: \$ 0.00
- Dues Frequency**
- Dues Start Date***: (This field is required)

At the bottom of the form, there is a checkbox for "PEOPLE Only Signup" and two buttons: "<< PREVIOUS" and "NEXT >>".



8. Set up voluntary PEOPLE contribution

PEOPLE is how AFSCME members flex their power in the political arena. It's a voluntary contribution that hundreds of thousands of your fellow AFSCME members chip in to make sure politicians hear your voice.

If you would like to do your part and contribute to PEOPLE, select MVP Rate to be a PEOPLE MVP (\$8.33 per month).

Or select any amount and indicate when you would like to start contributing.

Let us know if you are a new PEOPLE contributor, and choose your **PEOPLE MVP jacket size**.

[HOME PAGE](#) [MY PROFILE](#) [MAKE CHANGES](#) [NEWS](#) [SIGN MEMBER CARD HERE](#)

Contribute to PEOPLE

Contribute to PEOPLE*	Yes
PEOPLE Account Type*	Bank Account
PEOPLE Rate*	
PEOPLE Amount*	\$ 0.00
PEOPLE Frequency*	
PEOPLE Start Date*	
Please check all that apply:	
<input type="checkbox"/>	New
<input type="checkbox"/>	Renewal
<input type="checkbox"/>	Increase
<input type="checkbox"/>	Retiree
<input type="checkbox"/>	Family Member
Jacket Size	
Jacket Size Other	
<< PREVIOUS	NEXT >>

9. Review Your Membership Card



- Look at the card and make sure the info is accurate.
- Electronically sign the card in the bottom left of the screen.
- Click next.

members.afscme962.org/AFSCMEINTLGlobalMemberCard4.aspx?AccountTypeID=1&ContributeT...

KENTUCKY AFSCME COUNCIL 962
Authorization for Fiscal Deductions for Service Dues

Last Name: Last Name: TEST
Address: 43212
City: Columbus, OH 43214
City of Mergers: Columbus, OH 43214
Occupation: Test
Employment Type: Full Time
Employment Start Date: Aug 01 2023

CONTRIBUTE TO AFSCME PEOPLE

Contribute a PEOPLE PWP for \$8.35/month, \$4.18 twice monthly or \$4.18 once a month (PWP account)

CHECKING or SAVINGS account
 DEBIT CREDIT CARD
 PERSONAL CHECK or MONEY ORDER
 PWP PDD
 Other

DEBIT CREDIT CARD

Check your bank account for the correct account number and expiration date. If you are unsure, please contact your bank.

PERSONAL CHECK or MONEY ORDER

Check your bank account for the correct account number and expiration date. If you are unsure, please contact your bank.

PWP PDD

Check your bank account for the correct account number and expiration date. If you are unsure, please contact your bank.

Other

Check your bank account for the correct account number and expiration date. If you are unsure, please contact your bank.

Signature: _____ Date: _____

First Name Last Name

My electronic signature is a binding and valid signature. By signing here I agree to all of the terms and conditions set out in this authorization, which apply to my membership, dues payments and, if applicable, PEOPLE payments.

<< PREVIOUS

NEXT >>

10. Add bank account information.



- Review the dues / PEOPLE information
- Fill out the bank name
- Fill out the bank account and routing numbers

(On a paper check, the routing number is the FIRST number, the account number is the SECOND number.)

- Click "Schedule Payment"

The screenshot shows a web browser window with the URL `members.afscme962.org/AFSCMEINTLGlobalMemberCardUPay.aspx?ContributeToPEOPLE=0`. The page is titled "Dues Payment Info" and contains the following information:

Rate	Full Time Monthly Dues (0286-0000)
Amount	\$ 44.91
Frequency	Semimonthly (15th and last)
Start Date	2023-08-31

Below this, there are radio buttons for "Enter a new Credit Card" (with VISA, MasterCard, American Express icons) and "Enter a new Bank Account". The "Enter a new Bank Account" section is active and contains the following fields:

- Account Holder Name* (First Name Last Name)
- Bank Name* (with a sample check image for "ABC Corporation" and "ANYTOWN BANK")
- Account Type (Checking selected, Savings)
- Routing Number*
- Account Number*
- Save this for future use?

At the bottom of the form, there is a note: "This payment will appear on your statement as AFSCME COUNCIL 962 - DUES." Below this is a disclaimer: "By submitting this form, I authorize AFSCME COUNCIL 962 - DUES to electronically debit my account or credit card for the amount of the payment (or recurring payment, if selected above)." and another note: "For bank account payments, a recovery fee may be charged if the payment is dishonored or returned for any reason. You may wish to print and retain a copy of this authorization for your records." At the bottom, there are two buttons: "CANCEL" and "SCHEDULE PAYMENT".

💡 Congratulations on joining AFSCME! A copy of your application will be sent via email, please allow several minutes for it to arrive.