

## How to become a SWE member

We are excited that you made the choice to become a national SWE member! Below are the step-by-step instructions to make joining as easy as possible.

### **Step 1: Join online**

- 1) Go to the National SWE website (<http://societyofwomenengineers.swe.org/index.php/membership>) and select “Join” under the purple “Membership” tab.
- 2) Select “Become a Member” on the left
- 3) Fill out the relevant information. Please register using your MIT email address.
- 4) Select your product:
  - a. Collegiate to Career (C2C) NEW: Covers membership for your 4 years at MIT + your first year as a professional for \$50.00. This is an incredible deal for freshmen and sophomores. MIT SWE will reimburse half of your purchase.
  - b. Collegiate Member NEW: Covers 1 year of membership for \$20.00. MIT SWE will reimburse half of your purchase.
- 5) **Important:** Select **F059** as your section: Massachusetts Institute of Technology
- 6) Pay as directed

### **Step 2: Let us know and get reimbursed**

- 1) You should receive an email confirmation with the subject “Purchase Receipt (and Webinar Replay Instructions)”. Save this as a pdf and also print a copy.
- 2) With MIT certificates, go to SAPWeb ([http://web.mit.edu/sapweb/PS1/procurement\\_home.shtml](http://web.mit.edu/sapweb/PS1/procurement_home.shtml)) and select “Reimbursement” under Request for Payment.
- 3) Enter your name as Payee and charge to MIT
- 4) Leave the following fields blank: RFP Name, G/L Account, Cost object, description
- 5) Enter the date you signed up for SWE
- 6) Enter amount: This is half of what you paid (\$25 for C2C, \$10 for Collegiate Member)
- 7) Click “Continue”
- 8) Attach the pdf of the purchase receipt email
- 9) Submit RFP and send to [cmjoseph@mit.edu](mailto:cmjoseph@mit.edu)
- 10) Attach a printed copy of the confirmation page to a hard copy of the receipt and submit to the Student Activities Office on the 5<sup>th</sup> floor of the student center. NOTE: You must complete both the online version and submit the hardcopies before you will be reimbursed.
- 11) Finally, fill out this form (<https://docs.google.com/spreadsheets/viewform?formkey=dFdlaFpGd3RoNIFMNnIyUm8tODVRZGc6MQ#gid=0>) to make sure we know that you have joined and so we can add you to our members mailing list!

**For questions,** do not hesitate to email [swe-vp-membership@mit.edu](mailto:swe-vp-membership@mit.edu).