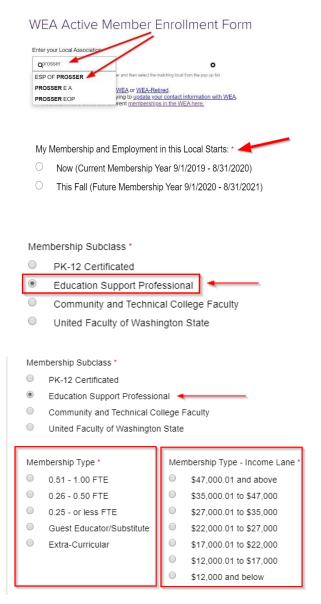
## **WEA-Southeast**

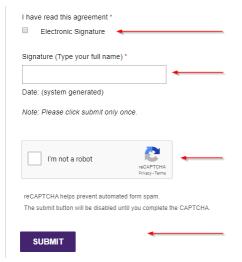
## **Educational Support Professional (ESP) eJoin User Guide**

- 1. Follow this link to the eJoin form. JOIN HERE
- 2. Select a local association. (See next page for list of districts and the ESP locals associated with each district. This will help you select the correct local from the dropdown). A picklist will be displayed. There may be multiple locals within your district. Please select the ESP local. Click "Next." Note: If you are using eJoin from May thru August, you will be prompted to select when your Membership and Employment in the local starts.
- 3. Please complete all contact information and demographics. Note that required fields contain a red asterisk.
- 4. Select Membership Subclass "Education Support Professional."
- 5. Select a Membership Type based on your contracted FTE and an Income Lane base on your annual salary. **If you do not know this information, please make your best guess.** Your selection will be confirmed with the district, and the correct dues will be deducted regardless of your choice!

6. Complete the remaining fields, add your electronic signature, check the "I'm not a Robot" box, and click "submit."

7. Having troubles? Contact Michelle Joy at mjoy@washingtonea.org or Bridget Steen at bsteen@washingtonea.org





## WEA-Southeast Educational Support Professional (ESP) eJoin User Guide

DISTRICT	ESP LOCAL - NAME IN DROPDOWN - eJoin
College Place School District	Educ Service Employees of College Place
Clarkston School District	Clarkston Classified Assn
Dayton School District	Dayton Support Staff A/L
Kiona-Benton School District	Kiona Benton Secretaries Assn
Prosser School District	ESP of Prosser AND Prosser EOP
	(Please check with the ESP local you are joining in Prosser so you select the correct one)
Touchet School District	Touchet ESP