



MEMBERHUB

Please check back often for the most up to date information during the NYSPTA transition!

– Please do NOT add members missing from the import to MemberHub. This will create duplicates when NYSPTA exports from MemberHub during May & June to capture NEW members to add to the old Portal to close out the year!

– The old FORM A is now processed with the ADD OFFICER function in MemberHub

– MEMBERSHIP DUES MUST ARRIVE IN THE STATE OFFICE BY MAY 31

For the remainder of the 2017-18 membership year, the state office will be using the old Portal to record payments and to maintain your complete membership roster. Since you no longer have access to the old Portal to see where you stand with outstanding state dues or credit vouchers, please contact the [state office](#) for assistance at:

NYSPTA
One Wembley Court
Albany, NY 12205
1-877-569-7782

Starting in July with the new membership year, all of your unit's transactions will be available in your MemberHub site. Thank you for your patience during this system transition.

[DOWNLOAD THE FAQ document here!](#)

CHECK FAQ first for answers to your questions concerning Login Issues, IE Browser Issues, Membership Lists, Adding Members, Dues owed, etc. (see attached hand out)

[Step by Step instruction Videos available here!](#)

MemberHub Login Steps:

1. Visit: <<https://app.memberhub.com/login>>
2. Enter your email address and choose the 2nd option, "I need to create a password," then click "Next" and follow the instructions (if you haven't already logged in with a password)
3. The [video playlist](#) will walk you through how to easily do the following:
 - Complete the required Merchant Processing Agreement ASAP
 - Enter your 2018-2019 Officers (once elections are held)
 - Enter May and June members, or if you prefer, during this transition period only, send a spreadsheet for import to the [state office](#) with your new members information.

YouTube Video Link

https://www.youtube.com/watch?v=kUpOufPXBZY&list=PLglwYNbet_q1j5w_ISNaPiXzM2wf5drDx