

TEA Membership System Sign-Up Instructions

1. Visit <http://troyeducationassociation.org/> on any desktop computer or laptop.
[**NOTE:** *Phones and tablets will not work correctly*]
2. Click on the "**Member Sign-up**" button in the top right of the screen. This should open a new window to the **UNITY** system.
[**NOTE:** *If for some reason this does not work, then go directly to the UNITY system at <http://myaccount.troyeducationassociation.org/>*]

Members will need to enter their **TSD ID Number** as both the login and password the first time they log in.

A login form with two input fields: 'Employee ID' and 'Password'. Below the fields is a link that says 'Forget your password? click here' and a blue 'SUBMIT' button. Two red arrows point to the input fields.

3. The first time that a member logs into the system, they will need to complete the Set-up Wizard. This only needs to be completed once. On the first screen, simply click the button labeled "**Next.**"

A light blue rectangular box containing text. The text reads: 'Welcome to the Troy Education Association Unity access portal. This portal is designed to give you access to your Union information. The portal will allow you to manage your account online. You will be able to make dues payments, change personal information, and even request how to pay dues while on leave. In order to setup your account, you will need to provide some basic information. Please press the Next button to continue with the Setup Wizard.' At the bottom left is a blue 'Next' button with a red arrow pointing to it from the right.

4. The second screen prompts the member to create a secure password. Passwords must be **at least 6 characters long**, and must contain at least **one capital letter**, **one number**, and **one special character** (!#\$%& etc).

A light blue rectangular box with the title 'ENTER A NEW PASSWORD'. Below the title is a note: 'Password must be 6 characters or more and must include at-least one symbol, a digit and a capital letter.' The main text says 'Please enter a new password' above an input field labeled 'New password'. Below that is 'Confirm your new password' above an input field labeled 'Repeat new password'. At the bottom is a blue 'Continue' button. Two red arrows point to the input fields from the left.

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5. On the third screen, the member will indicate how often they wish to make a dues payment. They must choose one of these options.

BILLING PERIOD SELECTION

How would you like to pay your dues?

Annually (Pay your dues in full each year)

Monthly (Split your dues into 12 equal payments)

Continue

6. The member will enter their banking information on the fourth screen. They can choose to pay via their Checking/Savings account or by a Credit/Debit card.

SELECT PAYMENT METHOD

What payment type would you like to use to pay your dues?

Bank Account Credit Card

Bank Account Information

Routing Number: Enter your routing number here

Account Number: Enter your account number here

Account Type: Checking

Enroll me in recurring automatic payments
By checking this box you are hereby agreeing to recurring payment terms and conditions.

Continue

If the member wants to link payments to their savings account, then they need to change the Account Type in the drop-down menu and select "Saving".

SELECT PAYMENT METHOD

What payment type would you like to use to pay your dues?

Bank Account Credit Card

Credit Card Information

Card Number: Enter your credit card number

Expiration Date: 05 2017

CVV: 123

The security code is the final three digits of the number printed on the signature strip on the reverse of your card.

Enroll me in recurring automatic payments
By checking this box you are hereby agreeing to recurring payment terms and conditions.

Continue

NOTE: YOU MUST CHECK THE BOX TO ENROLL IN RECURRING PAYMENTS!

Debit cards will be handled the same as Credit cards.

Financial Institution Name _____ ABA Transit Routing # _____

Your Name _____ 1001

Your Address _____

Pay to the order of _____ \$ _____

_____ DOLLARS

MEMO _____

123456789 0000987654321 1001

Routing# Bank account #

Please take your time and make sure your routing numbers and bank account numbers are entered correctly!

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7. The next screen was requested by MEA. Members will need to choose how they would like to pay dues if they are ever on layoff/unpaid leave. They may change their response once their account has been set up, **but one of the options must be selected to finish the Set-up Wizard**. Members must also click the box indicated that they agree to the terms and conditions listed.

SELECT YOUR LEAVE OPTION

You will still need to contact the district if you decide to take a leave.

Should you ever find yourself in a situation in which you would be taking an unpaid leave of absence for more than 30 consecutive days, how would you like to pay your dues?

You are not bound by this selection and you may change your selection at any time in the future.

If you want further information about member benefits while on an unpaid leave, read the below information about "Leave Options".

Leave Options

UEA / MEA / NEA Membership Dues for Individuals On Unpaid Leave or Layoff

MEA members on unpaid leave or layoff can pay reduced UEA, MEA and NEA dues to maintain active membership, which is a requirement to continue being covered by protections offered by UEA / MEA / NEA, especially legal services. The reduced dues amount is determined based on whether or not members are currently receiving legal representation from MEA Legal Services*.

Members not receiving legal representation from MEA Legal Services the UEA, MEA and NEA dues are reduced to leave/layoff status:

MEA: 25% of member's full time dues, PLUS

NEA EA Dues: Current dues amount at NEA LL EA

I agree to the terms and conditions above.

Please make your selection

Continue Paying Full Dues
I agree to pay UEA/MEA/NEA dues, as appropriate, during my leave of absence/layoff in order to continue receiving the benefits of membership

Pay Reduced Dues
I agree to pay UEA/MEA/NEA reduced dues, as appropriate, during my leave of absence/layoff in order to continue receiving the benefits of membership

Pay NO Dues
I will not pay UEA/MEA/NEA dues during my leave of absence/layoff. During this time, I understand I will not receive the benefits of membership including, but not limited to, legal representation.

[Complete Setup](#)

8. That's it! Once the member sees the screen below, their account is set-up and ready to go.

Congratulations!

You have successfully completed the Set-up Wizard. You will need to immediately log in again using your new password.

Please keep your log in credentials in a safe place for future use.

[Login](#)

9. Log into the system to make sure your screen name and new password work correctly!