



Library System Bulk Organizational Renewals – Open Enrollment

- Visit www.nyla.org
- Scroll down and click the blue **Login** button at bottom righthand corner of the homepage.
- Login with your library's organizational credentials (NOT your personal record credentials).
- At the Welcome message screen, click **Join/Renew** from the gray horizontal menu.
- **Organizational Membership Application**
 - Click the **Library-Library System** option button
 - Select your **Budget** from the **Library-Library System** dropdown menu.
 - **Continue**
- **Company Information**
 - Review and edit your library/system's information as needed, especially Primary Email Address.
 - **Continue**
- **Library Trustees Association Section**
 - Click **Yes** if you want to add the LTA Rider to your organizational membership.
 - Review and update your trustees
 - Check the box next to each trustee who will receive LTAS membership.
 - Click **Edit** to verify/edit contact information for each trustee.
 - Click **Delete** to remove a trustee from your account.
 - Click blue >>>**Add Library Trustee**<<< button to add new trustees.
 - **Continue**
 - Click **No** if you do not want to add the LTA Rider to your organizational membership.
 - Instead, complete and return a [Trustee Registration Form](#) to membership@nyla.org to provide free non-voting organizational membership to your trustees.
 - REMINDER: Trustees will only receive the LTA newsletter if you have the LTA Rider or trustees have personal trustee memberships.
 - **Continue**
- **Staff Listing**
 - Check **Associate Membership** box next to staff members who will receive membership.
 - Designate one of those staff members as **Primary Contact**.
 - Click **Edit** to verify/edit contact information for each person.
 - Click **Delete** to remove a someone from your account.
 - Click blue >>>**Add Staff**<<< button to add new staff member.
 - New staff records will use the company address by default. Click "Use custom address" checkbox to enter a home address.
 - **Submit** to save new staff record.
 - **Continue** when done.

- **Select the Sections and Roundtables for the following individuals**
 - Select the **Primary Section Selection** from the dropdown menu for each person.
 - Click checkboxes to add additional sections or roundtables as desired.
 - **Continue** when done.
- **Purchase member items or contribute to NYLA funds**, as desired.
 - **Continue** when done.
- **Order Details**
 - Review your renewal order details.
 - Click the blue **Submit Order** to finish your renewal order.
 - Your library system will bill you directly. Do not enter credit card information for payment.