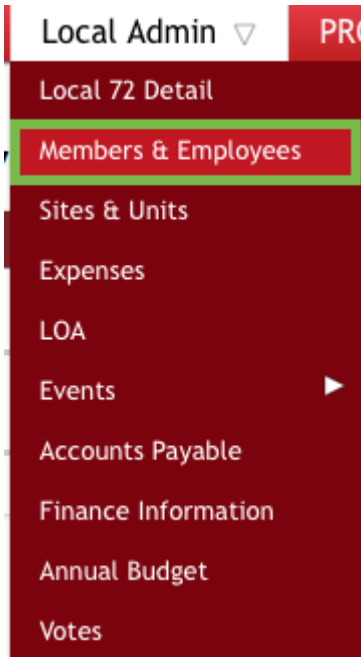


Under **Local Admin** is the **Members & Employees** tab.



There are several options available on the tab. The **Membership Applications** table is available for approval of pending membership that have been submitted electronically. Using the button, you can **Enter New Membership** from **Paper Application** to have the member's name appear immediately on your membership list. In both cases, the actual membership is pending until **Membership Services** handles the application. A second button lets you **send E-mail to Members** of your local who have a personal email address in the database.

Local 72 Members & Employees



On line Membership Application

If an executive officer finds an application has been submitted electronically, a quick review give the ability to **Approve** or **Reject** by activating the appropriate button.

Local 72 Members & Employees

Membership Applications							
Pending	All	Search					
Show	10	entries from found set	Filter:				
	First	Last	Address	Employee No.	Site / Unit	Submitted	
<input type="button" value="Approve"/>	Tinerbell	Fairy	67 Wooded Glen Edmonton Alberta T5K 0C7	011514414	Foothills Medical Centre / (FMC) PCU 57 ONCOLOGY	04/19/2017 12:57:50	<input type="button" value="Reject"/>

Showing 1 to 1 of 1 entries from found set

Clicking **Approve** will prompt for the **Confirm Membership Approval** screen, click **Approve**.

Confirm Membership Approval

Are you sure you want to **approve** the Membership Application of Tinerbell Fairy?

Clicking **Reject** will prompt for the **Confirm Membership Rejection** screen, click **Reject** once a reason is entered.

Confirm Membership Rejection

Are you sure you want to **reject** the Membership Application of Tinerbell Fairy?

Specifv a reiection reason:

** The remainder of the **Membership Application** process is completed by **Membership Services**.

The application can also be done by paper see the **Paper Application** process.