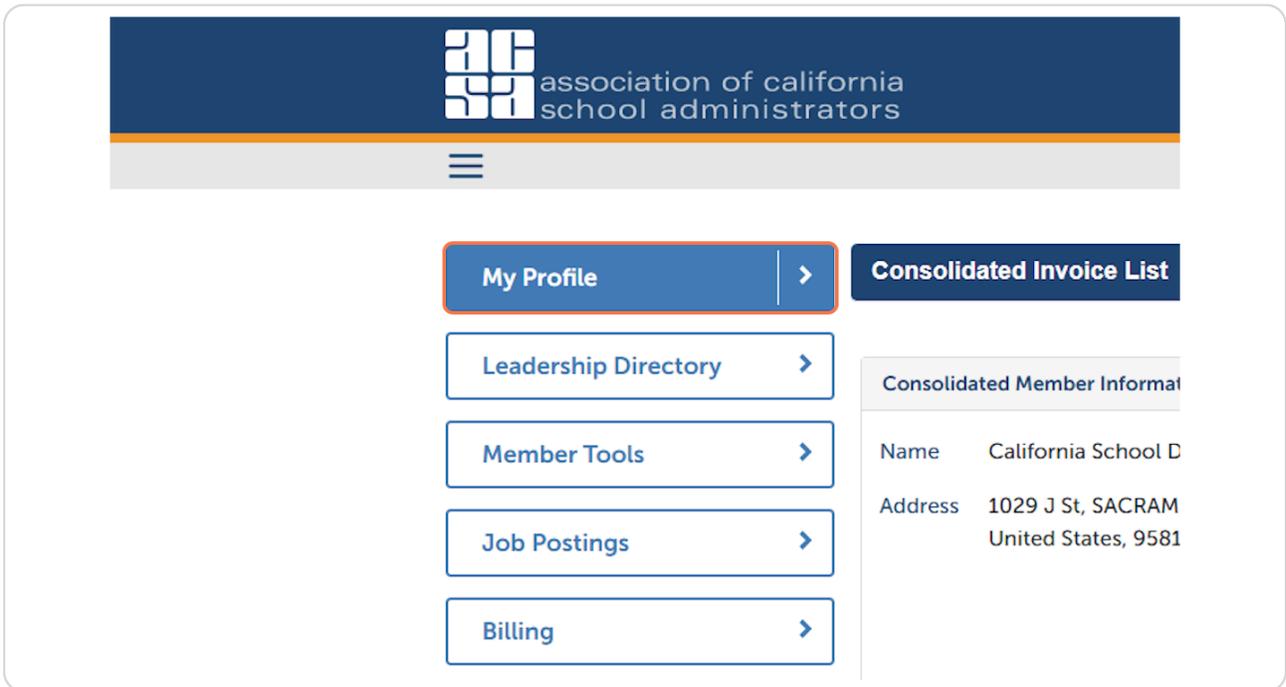


STEP 1

Click on My Profile



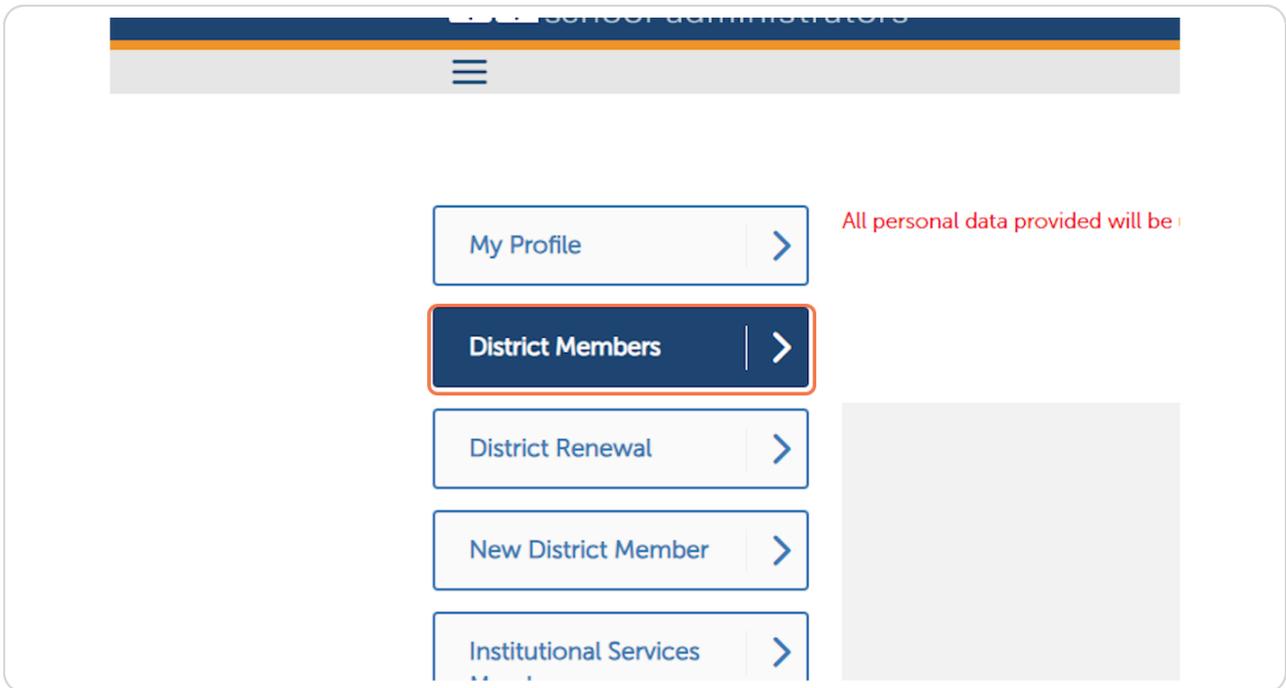
The screenshot shows the ACSA website header with the logo and text "association of california school administrators". Below the header is a navigation menu with several buttons: "My Profile" (highlighted with a red border), "Consolidated Invoice List", "Leadership Directory", "Member Tools", "Job Postings", and "Billing". To the right of the "My Profile" button is a "Consolidated Member Information" section with the following details:

| Consolidated Member Information | |
|---------------------------------|--|
| Name | California School D |
| Address | 1029 J St, SACRAM United States, 9581 |

Member profile

STEP 2

Click on District Members



STEP 3

A. Click on the drop down menu

B. Choose Members Enrolled last 30 days

The screenshot shows a web interface with a sidebar on the left containing navigation buttons: Profile, District Members, District Renewal, Add District Member, and Institutional Services Members. The main content area has a dark blue header 'District Members'. A dropdown menu is open from the 'District Members' button, with 'Members Enrolled last 30 days' highlighted in green. Below the dropdown is a table with columns: Last Name, First Name, and Job Title. The table contains three rows of data.

| | Last Name | First Name | Job Title |
|----------------|-----------|------------|--------------------------|
| CON - 12021151 | Random | Johnny | Assistant Superintendent |
| CON - 12021150 | Smith | Alice | Principal |
| CON - 7894 | Smith | Bob | Director |

STEP 4

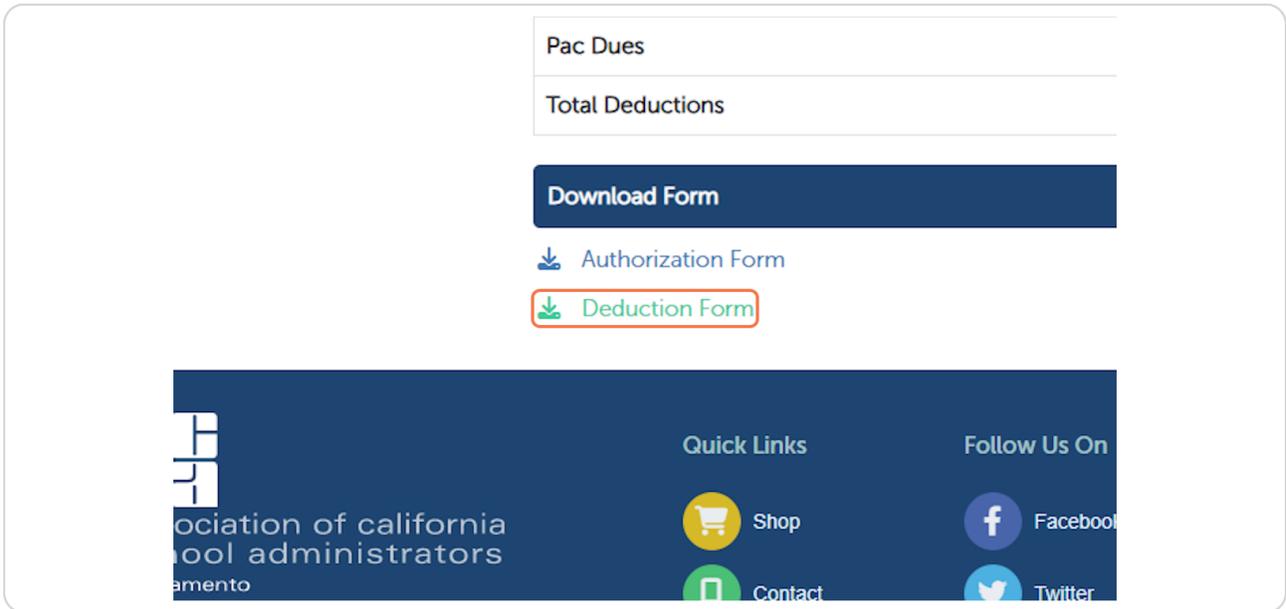
Double Click on Member ID header until the arrow is pointing down. That means members are sorted newest first. Click on the member's name to view details.

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items with right-pointing arrows: "District Members", "District Renewal", "View District Member", "Institutional Services Members", and a partially visible "District Members" at the bottom. The main content area has a header "Members Enrolled last 30 days" with a dropdown arrow. Below the header is a table with columns: "Last Name", "First Name", "Middle Initial", "Member ID", and "SSN". The "Member ID" column header is highlighted with a callout box containing a downward arrow. The first row of the table shows "Smith" in the "Last Name" column, a "View details" button, and "CON - 12021153" in the "Member ID" column. The second row shows "Random" in the "Last Name" column, "Johnny" in the "First Name" column, and "CON - 12021151" in the "Member ID" column.

| Last Name | First Name | Middle Initial | Member ID | SSN |
|-----------|------------|----------------|----------------|-----|
| Smith | | | CON - 12021153 | 789 |
| Random | Johnny | | CON - 12021151 | |

STEP 5

Scroll to the bottom. Click on Deduction Form to view and print.



STEP 6

Click on Authorization Form to view and print.

Only applications from the web portal will have a complete authorization form with signature. If the signature is missing, contact memberservices@acsa.org for a copy of the member's application.

