Signing Up for UMA Membership Online

1. After you have clicked on the link for your membership category on the Eligibility and Dues page you will be taken to the Online Store.
2. Click on “Add to Cart”

3. If you aren’t not logged in you will get this popup message. Click “OK.”
4. You will then be taken to the LOGIN page. Most new members will need to Click “New Visitor Registration” to create an account. An exception would be if you have previously logged in to purchase a registration or other UMA item. Then you would enter your email and password.
5. Enter your email address. Then Click “Go”

6. Complete New Visitor Registration page. Fields with a red R are required before moving on to the next step. When Finished click “Create Account & Enter Organization Info” at the bottom of the page.
7. Select your organization if it appears on the list. If not select “NOT LISTED HERE”. Then Click “Continue”

8. A. If your company was listed in step 7 you will see an Organization Linking Request like the one below. If it was “Not Listed Here” in step 7 skip to 8. B.

Check “I am an Employee (indicates individual is an employee on organization record)”. Then Click “Add me as Employee”
Click “Finish”. The screen will look very similar to the one above.
8 B. [Skip if you completed 8 A] If your company was “NOT LISTED HERE” in step 8 you will be taken to an ADD ORGANIZATION INFORMATION page. Enter all the info you wish. The fields with a red R are required to advance.

If you are an operator fill out the “Operator Fields”. If you are an associate, please fill out the “Associate Fields.”

For the OPERATOR and ASSOCIATE REVENUE fields please refer to the chart to the left of the screen that corresponds to your revenue range.

Click “Save Organization”
9. This will take you to your cart in the Online Store. Select the customer by clicking on the drop down to select to shop for your company. Then click “Go Shopping.”

11. This will take you to the Online Store – Membership Details page. Click “Add to Cart”.
12. You will see your membership in your cart. Click on “Check Out”
13. You will now be on the Checkout Page. Enter the payment information and then click “Purchase Now.”

Your membership is now complete. You will receive a confirmation email. Please feel free to call the UMA office at 1.800.424.8262 if you have any questions or issues.