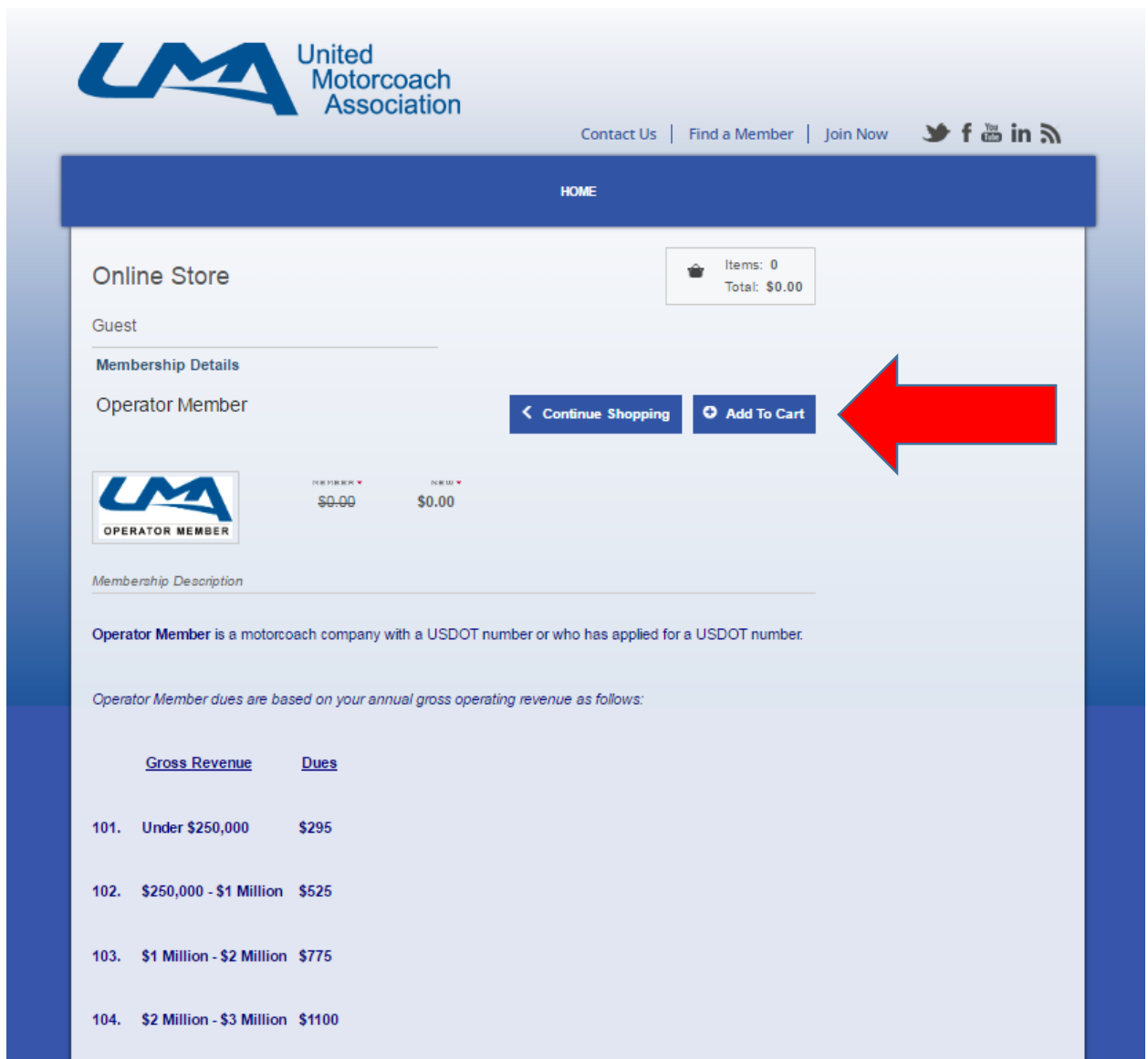


# Signing Up for UMA Membership Online

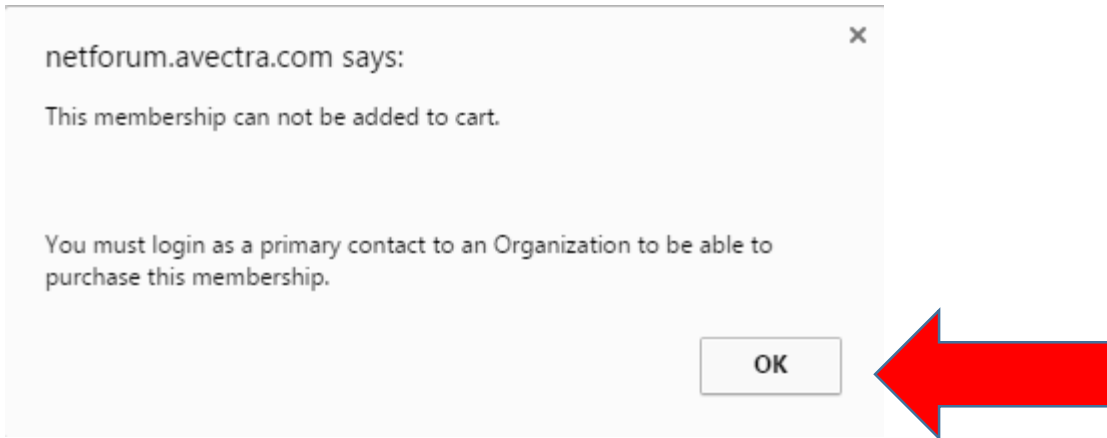
1. After you have clicked on the link for your membership category on the Eligibility and Dues page you will be taken to the Online Store.
2. Click on “Add to Cart”



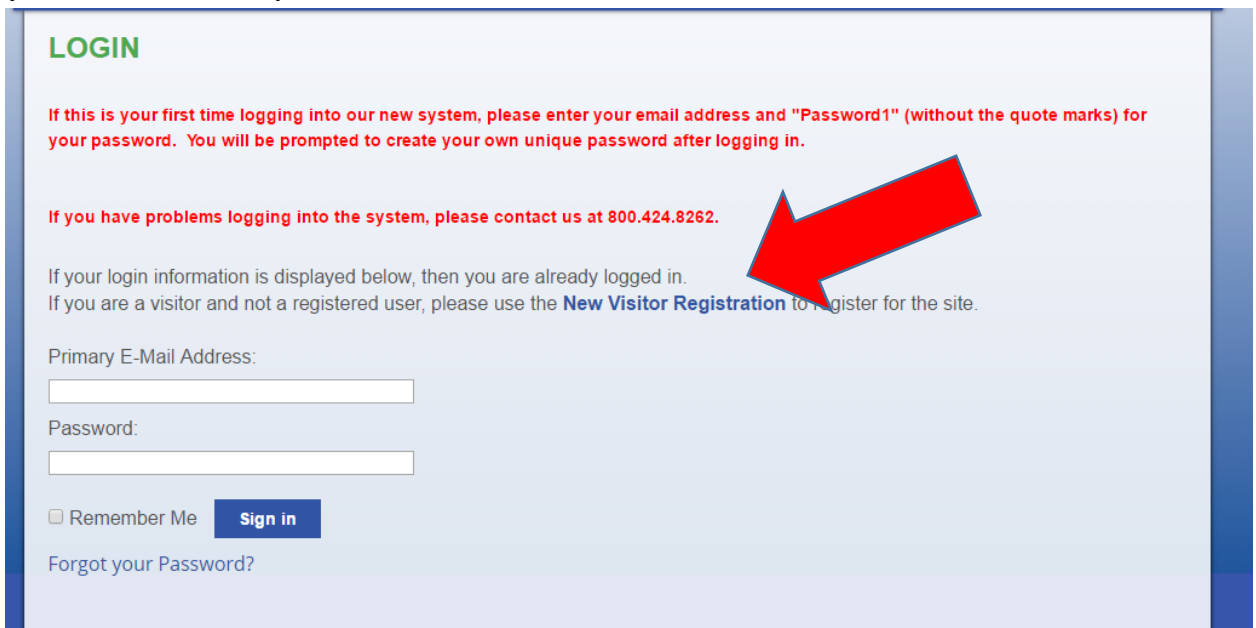
The screenshot shows the UMA Online Store interface. At the top left is the UMA logo and the text "United Motorcoach Association". To the right are navigation links: "Contact Us", "Find a Member", and "Join Now", along with social media icons for Twitter, Facebook, YouTube, LinkedIn, and RSS. Below this is a blue navigation bar with the word "HOME". The main content area is titled "Online Store" and shows a shopping cart icon with "Items: 0" and "Total: \$0.00". Below the cart, the user is identified as a "Guest". The "Membership Details" section shows the "Operator Member" option. To the right of this option are two buttons: "Continue Shopping" and "Add To Cart". A large red arrow points to the "Add To Cart" button. Below the membership options, there is a "Membership Description" section. It states: "Operator Member is a motorcoach company with a USDOT number or who has applied for a USDOT number." and "Operator Member dues are based on your annual gross operating revenue as follows:". A table follows with columns for "Gross Revenue" and "Dues".

	<u>Gross Revenue</u>	<u>Dues</u>
101.	Under \$250,000	\$295
102.	\$250,000 - \$1 Million	\$525
103.	\$1 Million - \$2 Million	\$775
104.	\$2 Million - \$3 Million	\$1100

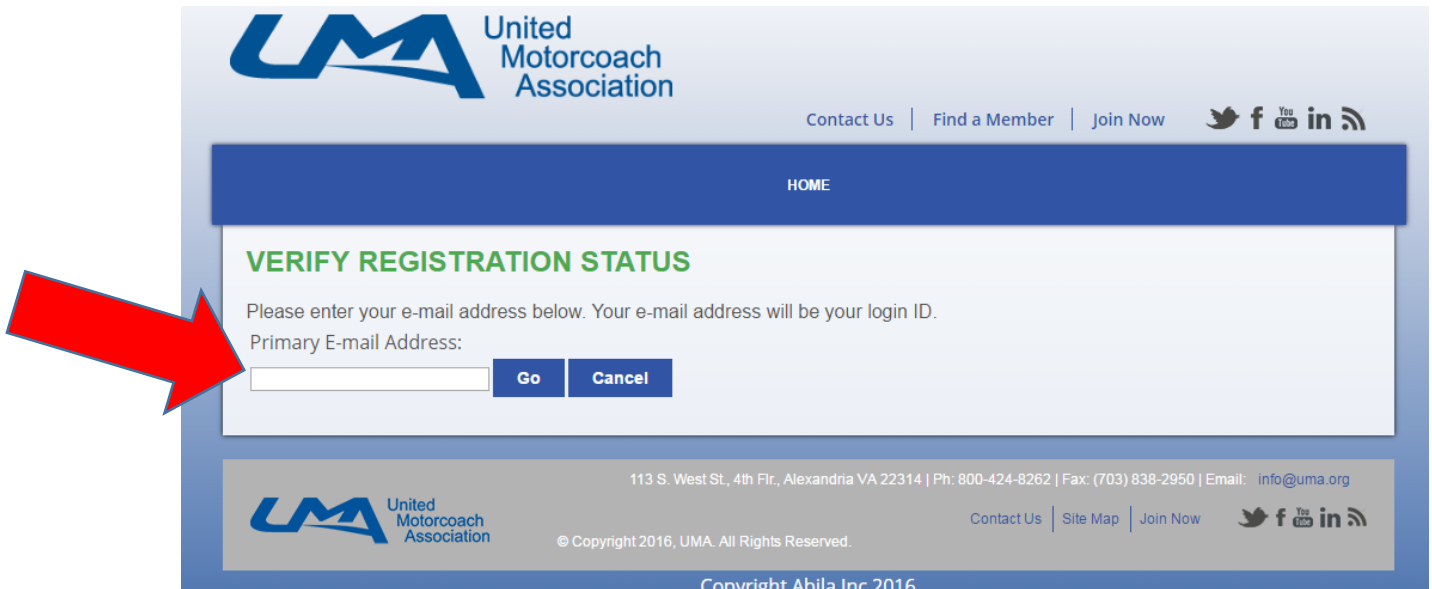
3. If you aren't not logged in you will get this popup message. Click "OK."



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.

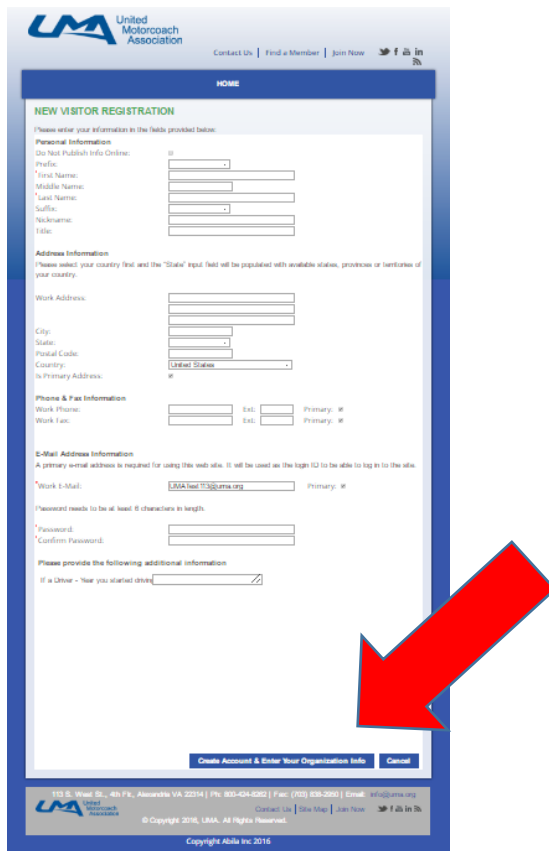


5. Enter your email address. Then Click “Go”



The screenshot shows the United Motorcoach Association website. At the top left is the logo and name. Navigation links include 'Contact Us', 'Find a Member', and 'Join Now'. Social media icons for Twitter, Facebook, YouTube, LinkedIn, and RSS are on the right. A blue header bar contains the word 'HOME'. The main content area is titled 'VERIFY REGISTRATION STATUS' in green. Below this, it says 'Please enter your e-mail address below. Your e-mail address will be your login ID.' There is a text input field for 'Primary E-mail Address:' followed by 'Go' and 'Cancel' buttons. A large red arrow points to the input field. The footer contains the address '113 S. West St., 4th Flr., Alexandria VA 22314', phone and fax numbers, email 'info@uma.org', and copyright information '© Copyright 2016, UMA. All Rights Reserved.' and 'Copyright Abila Inc 2016'.

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.



The screenshot shows the 'NEW VISITOR REGISTRATION' form on the United Motorcoach Association website. The form is divided into several sections: 'Personal Information' (Name, Middle Name, Suffix, Nickname, Title), 'Address Information' (Work Address, City, State, Postal Code, Country, Is Primary Address), 'Phone & Fax Information' (Work Phone, Work Fax, Ext., Primary), and 'E-Mail Address Information' (Work E-Mail, Password, Confirm Password). A note states 'A primary e-mail address is required for using this web site. It will be used as the login ID to be able to log in to the site.' There is a checkbox for 'I am a Driver - Year you started driving'. At the bottom of the form, there are two buttons: 'Create Account & Enter Your Organization Info' and 'Cancel'. A large red arrow points to the 'Create Account & Enter Your Organization Info' button. The footer is identical to the previous screenshot.

7. Select your organization if it appears on the list. If not select “NOT LISTED HERE”. Then Click “Continue”

The screenshot shows the United Motorcoach Association website. At the top left is the UMA logo and the text 'United Motorcoach Association'. To the right are links for 'Contact Us', 'Find a Member', and 'Join Now', along with social media icons for Twitter, Facebook, YouTube, LinkedIn, and RSS. Below this is a blue navigation bar with the word 'HOME' in white. The main content area is titled 'SELECT YOUR ORGANIZATION' in green. Below the title is a 'Logout' button and the instruction 'Please select the organization that you are affiliated with.' The form is divided into two columns: 'Organization' and 'Department'. The 'Organization' column contains a list of organizations with radio buttons. The 'United Motorcoach Association' option is selected, indicated by a blue square. Below the list is the text: 'If your organization is not listed above, select NOT LISTED HERE and click on the continue button to add your organization information.' At the bottom of the form are two buttons: 'Continue' and 'Cancel'. Two red arrows point to the 'United Motorcoach Association' option and the 'Continue' button.

Organization	Department
<input type="radio"/> Alderman Charters & Tours Baxley, GA 31515-0032	
<input type="radio"/> Bauman & Sons Buses Inc. Ronkonkoma, NY 11779-7653	
<input type="radio"/> Chappaqua/Dutchess Transportation, Inc. Fishkill, NY 12524-2428	
<input type="radio"/> Chumash Casino Santa Ynez, CA 93460-9405	
<input type="radio"/> Houma Area CVB Houma, LA 70361-2792	
<input type="radio"/> Houmas House Plantation & Gardens Darrow, LA 70725-2302	
<input type="radio"/> Russell's Guides, Inc./Russell's Printing and Publishing Cedar Rapids, IA 52406-0278	
<input type="radio"/> The William H. Company - A UMA Partner Boston, MA 02109	
<input type="radio"/> Travel Guard Insurance - A UMA Partner Alpharetta, GA 30009-0828	
<input type="radio"/> UMA Driving Alexandria, VA 22314	
<input type="radio"/> UMA Operator test membership Alexandria, VA 22314-2858	
<input type="radio"/> UMA Tesr Alexandria, VA 22314-2858	
<input type="radio"/> UMA Test Test Alexandria, VA 22314-2858	
<input checked="" type="radio"/> United Motorcoach Association Alexandria, VA 22314-2858	
<input type="radio"/> X-Lines Executive Coaches, LLC Richland Center, WI 53581	
<input type="radio"/> NOT LISTED HERE	

If your organization is not listed above, select NOT LISTED HERE and click on the continue button to add your organization information.

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”

## ORGANIZATION LINKING REQUEST

[Logout](#)

You are requesting to be linked to the following organization.

**United Motorcoach Association**  
Customer ID: 208970United Motorcoach Association  
113 S West St Fl 4  
4TH FLOOR  
Alexandria, VA 22314-2858**Phone:** (800) 424-8262  
**Fax:** (703) 838-2950  
**E-mail:** [info@uma.org](mailto:info@uma.org)  
**Web Site:** <http://www.uma.org>

## Primary Contact Information

Our records do not indicate you as an employee of this organization, and this organization already has a (different) primary contact

**Maggie Vander Eems**  
113 S West St Fl 4  
4TH FLOOR  
Alexandria, VA 22314-2858  
**Phone:** (800) 424-8262  
**E-mail:** [mvantereems@uma.org](mailto:mvandereems@uma.org)

If you would like to send us a request e-mail indicating that you are going to be the new primary contact for this organization, check the "I am the primary contact" check box below.

If you would like to indicate that this organization is your employer, check the "I am an employee" check box below.

To complete the actions of requesting to be the primary contact and/or linking yourself to the above organization you MUST click on the button below. You will then be asked to "Finish" the action and continue to your profile information.

**Important Note:** If you already have another employer, it will be removed and this organization will be added instead.

Check all that apply:

- I am the Primary Contact (indicates individual is the primary contact on organization's record)
- I am an Employee (indicates individual is an employee on organization's record)

[Add Me as Employee](#)[Cancel](#)

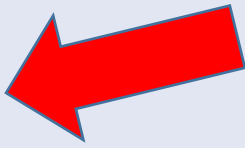
Click "Finish". The screen will look very similar to the one above.

Check all that apply:

I am the Primary Contact (indicates individual is the primary contact on organization's record)

I am an Employee (indicates individual is an employee on organization's record)

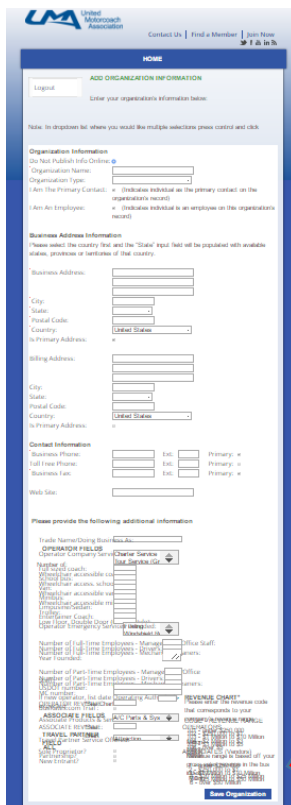
[Save](#) [Finish](#)



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.

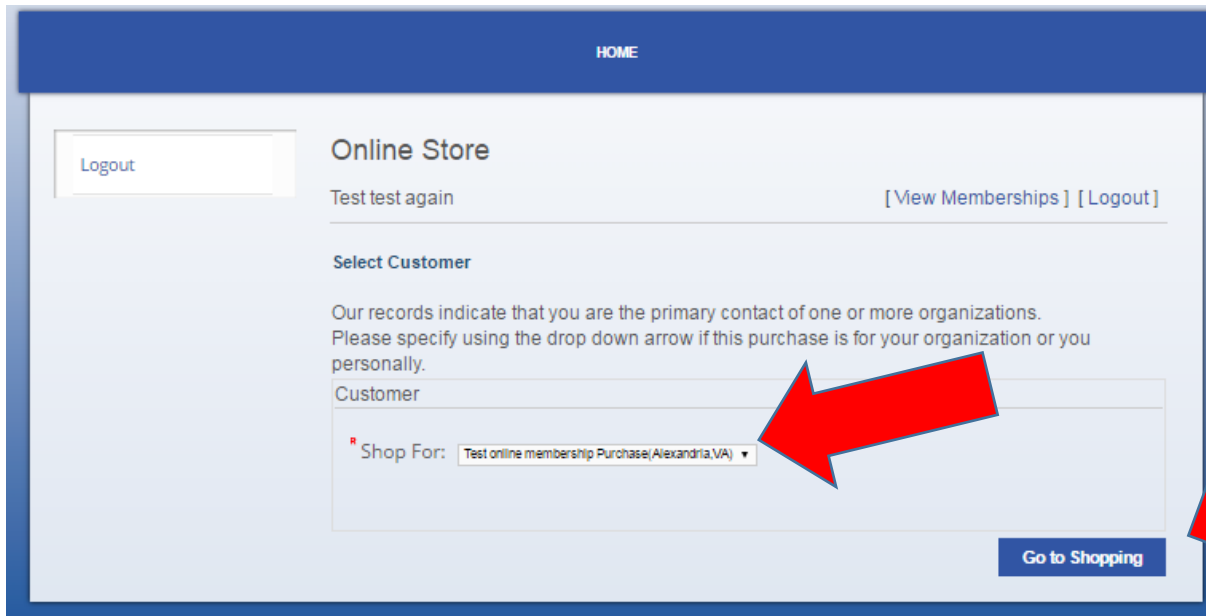
If you are an operator fill out the “Operator Fields”. If you are an associate, please fill out the “Associate Fields.”

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

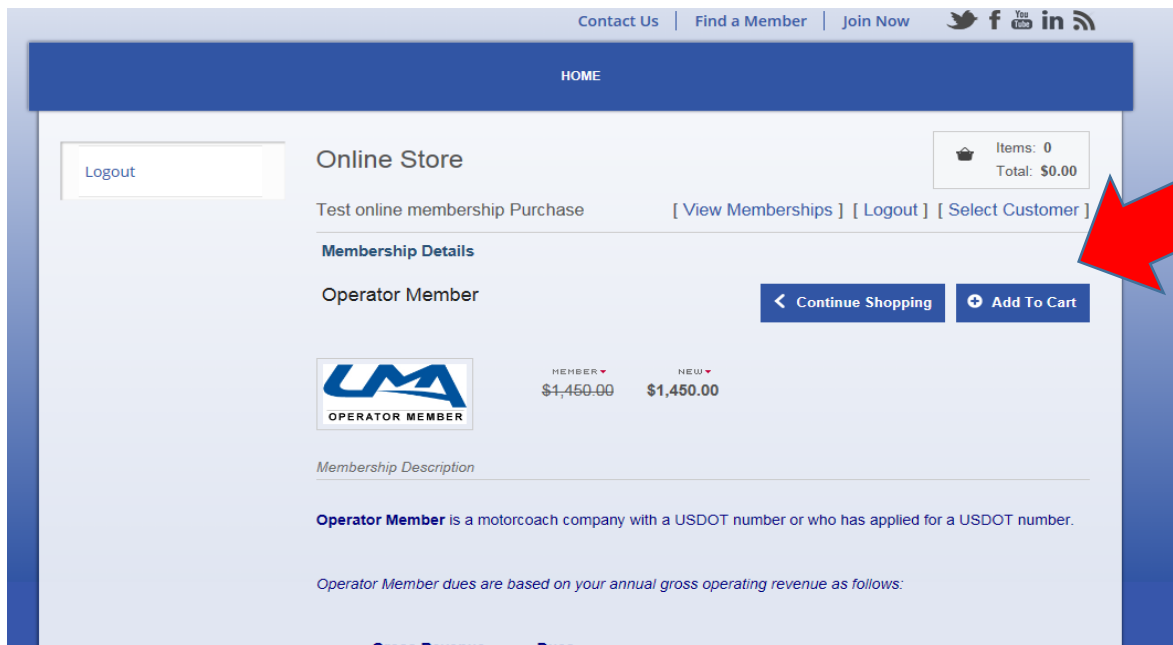


Click “Save Organization”

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"

HOME

Logout

### Online Store

Test online membership Purchase [ View Memberships ] [ Logout ] [ Select Customer ]

Individual and Organization Shopping Carts are viewed and checked out separately. Click "Select Customer" at the top right of this screen to toggle your Shopping Cart view.

#### Shopping Cart

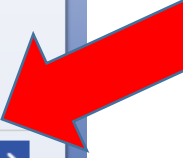
Update Cart Empty Cart < Continue Shopping Check Out >

Source Code:   Click on the [X] to remove item from your shopping cart.

Remove	Item	Quantity	Item Price	Price
	Operator Member Membership	<input type="text" value="1"/>	<input type="text" value="\$1,450.00"/>	<input type="text" value="\$1,450.00"/>
<b>Subtotal</b>				<b>\$1,450.00</b>

Discount Code:

Update Cart Empty Cart < Continue Shopping Check Out >





13. You will now be on the Checkout Page. Enter the payment information and then click "Purchase Now."

The screenshot shows a checkout page with a blue header containing a "HOME" link. The main content area is titled "Checkout" and includes a "Logout" button. The page is divided into several sections:

- Purchase Details:** A heading with a sub-instruction: "Please review the information below and submit your purchase by clicking on the purchase now button."
- Billing Address:** Displays "Test online membership Purchase" with address details: "113 S West St Fl 4, Alexandria VA 22314-2858, United States, (703) 838-2829". A "Change" button is located below.
- Purchase Summary:** A table showing "Current Purchases: \$1,450.00", "Taxes: \$0.00", "Shipping: \$0.00", and a "Total: \$1,450.00".
- Items in Cart:** A button located at the top right of the purchase summary section.
- E-mail and Social Confirmations:** Contains three checkboxes for sending confirmation emails. The second checkbox is checked, with the email address "test13@uma.org" entered.
- Payment Information:** A section with a "Payment Information:" label and a dropdown menu set to "Credit Card". Below this is a "Card Type:" dropdown set to "American Express", a "Credit / Debit:" dropdown set to "Credit", and fields for "Card Number:", "Credit Card ID:" (with a help icon), and "Card Expiration Date:" (set to "January (01) 2016"). The "Cardholder's Name:" field contains "Test online membership Purcha". A checkbox for "This is a Corporate Card" is present and unchecked.

At the bottom of the page, there are two buttons: "Back to Cart" and "Purchase Now". A large red arrow points to the "Purchase Now" button.

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.