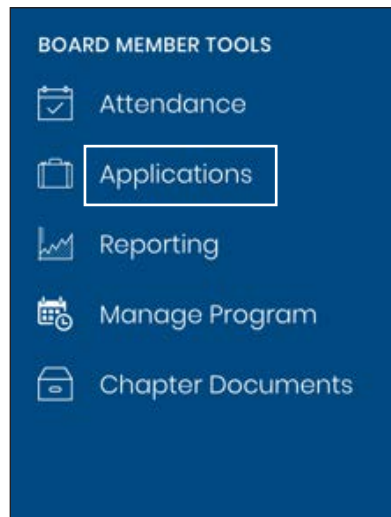




Approving LeTip Wired Applications

Only Chapter Board members can see the Board Member Tools section. Board Members can approve or decline an applicant's LeTip Wired application. The following steps show the process a Board Member would take to approve or deny an application once the applicant has been inspected and voted on.

Step One: Click the Applications menu option to view the chapter's applicant's that have been sent an application through LeTip Wired.



Step Two: Find the applicant's name from the list of applications the chapter has sent, or type their name in the search field to find. If their status shows "Pending", they have not yet sent the application back. Proceed to step 3. If their status shows "Submitted", they've returned the application and are awaiting the chapter's approval. Skip step 3 and go directly to step 4 to approve or decline their application once the chapter has voted on the applicant. (Image below)

Applications							Choose Columns
Find An Application							
	Received Date	Sent Date	Status	Applicant	Chapter	Invited By	
1	07/09/2019	07/08/2019	Submitted	Joseph Smith	LeTip of Smithtown, NY	 Joseph Lloyd Financial Advisor	

Guest Information

Joseph Smith

Company Name: Limousine Service

Category: Limousine Service

Invited By: Joseph Lloyd

Phone Number: +1 516-654-7433

Email Address: info@midniteriders.com

Application sent on 07/08/2019

Application submitted on 07/09/2019

Application Status: Submitted

[View Application](#)

Invitations

[Invite To A Meeting](#)

07/11/2019 11:31 am

LeTip Headquarters

Activity History

07/08/2019
Invited to 07/11/2019 Weekly Chapter Meeting

07/08/2019
Declined invitation for 07/11/2019 Weekly Chapter Meeting

07/08/2019
Invited to 07/10/2019 Weekly Chapter Meeting

07/08/2019
Sent application for LeTip of Smithtown, NY

07/09/2019
Application submitted

Member Application

[Decline Application](#)

[Approve Application](#)

Chapter: LeTip of Smithtown, NY

Category: Limousine Service

Submitted: 07/09/2019

Contact Information

Prefix	First Name	Last Name	Prefix	Gender
---	Joseph	Smith	---	---

Step Three: The Application status Blue button will display "Send Reminder" If their application status was "Pending" click the send reminder button to send them the application email again. You may also want to contact them to verify their email is correct, or to inform them to check the spam folder if their email is blocking.

Step Four: The top of their application has two boxes to select from. Click Red to decline the applicant and click Green to approve the applicant's application. LeTip Wired then automatically sends them a notification of their status. If approved LeTip Wired automatically completes their enrolment and processes their payment, then it issues the new member's badge and card caddy which is sent to the chapter president. The new member is on the roster and receives an email with their Wired access info.