

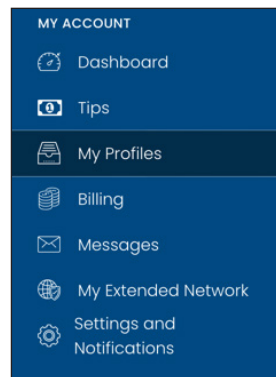


How to Request a Company Replacement

Only company owned memberships have the ability to request a company membership replacement. When a company owned account wants to change their employee in the chapter, as the full-time member, they need to request a company replacement and submit a new application along with a \$75 processing fee. The following steps show the process for a member to request a company membership replacement application and the chapter board approval steps.

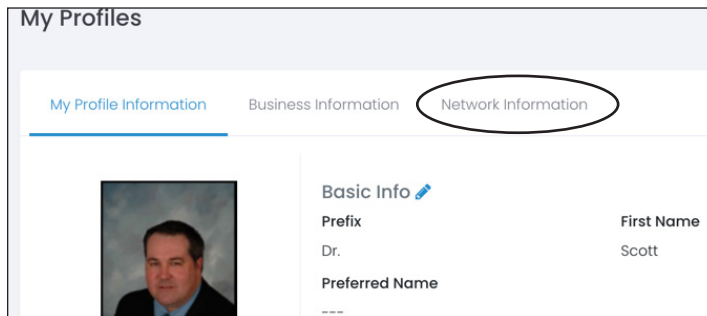
Step One:

From the My Account menu options, select “My Profiles”.



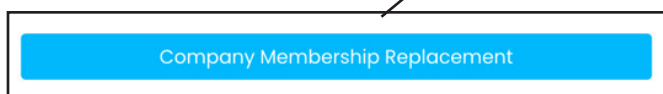
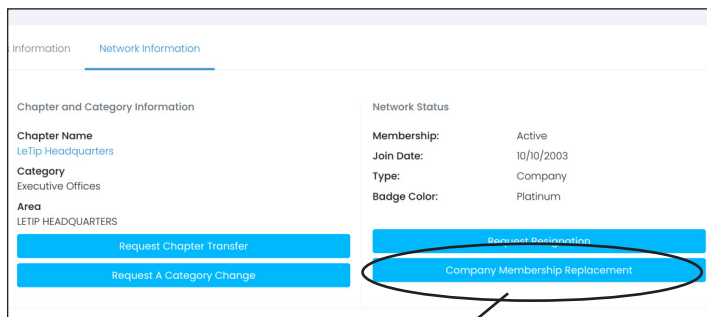
Step Two:

Select “Network Information” from the My Profiles menu options. (Image below)



Step Three:

From the Network Information page, click on the Blue “Company Membership Replacement” button in the middle of the page.

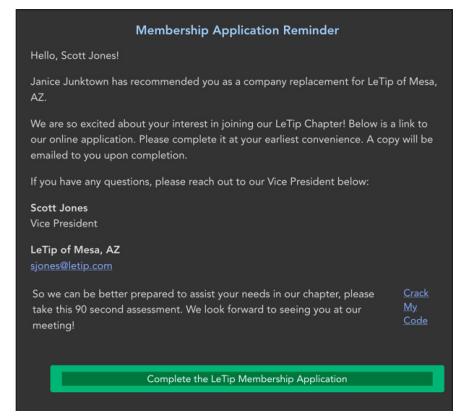


Step Four:

The “Request Company Replacement” box appears with the current member’s name, chapter, and category. Fill in the Replacement Contact information and click the Blue “Submit Request” button to send the replacement employee the automated email with the Company Membership Replacement Application.

Step Five:

The replacement employee will receive an email regarding the Company Membership Replacement and a link to the application. They click the Green button to access the secure LeTip Wired application. (Image on the next page)



Step Six:

The link in the email the replacement employee received will take them to the secure LeTip Wired Application. The replacement employee fills out the entire application with their contact information, details and payment information for the \$75 Company Replacement processing fee. Once they've signed the LeTip Membership Application and completed the LeTip Application Agreement, they will click the Green "Submit Application" button to send their Membership Replacement Application to the chapter board for approval.

Submit Application

Hello, Scott!

Please complete the LeTip Membership Application below. Thank you!

Chapter: LeTip of Mesa, AZ

1 Contact Information

Membership Type

Company

First Name Last Name Suffix Gender

Phone Number

Email Address

Address Information

Street Suite / Room / Apt. #

City State Zip Code Country

2 Business Information

Business Category

Category

Business Name

Business Phone Business Fax

Business Email Address Business Website

Address Information

Use same address as above

Street Suite / Room / Apt. #

Board Member Steps (Once the application has been submitted)

Step One:

From the Board Member Tools menu options, select "Applications".

Step Two:

This is the chapter's applications page with a list of all applications sent through Wired. The status column indicates "Pending" (if the application was sent and not yet signed/returned) or "Submitted" (signed applications awaiting chapter's approval/denial). Click on the potential member's name to view their application. (Image below)

BOARD MEMBER TOOLS

- Attendance
- Applications
- Reporting
- Manage Program
- Chapter Documents
- Board Positions

Step Three:

Once you've selected the potential member's name, their application displays for the chapter to approve or decline. Click the Green button to approve the Company Membership Replacement application or click the Red button to decline the application. If declined, the board will need to contact the company to inform them the replacement employee has been declined and ask for another representative for consideration. **Note:** A chapter cannot keep voting no on a qualified company replacement employee to kick them out.

Decline Application

Approve Application

Category

< Chapter Detail for LeTip of Red Rock, NV

General Roster Board/Chair Tips Files/Notes Applications Chapter Status Program Dues/Fees Billing

Find An Application



	Received	Applicant	Chapter	Invited By	Sent	Status
1	10/22/2020	Vincent Perez Muscle Movers	LeTip of Red Rock, NV	Neal Katz Mortgage Loans	10/01/2020	Submitted
2	12/22/2019	Patrick Phillip Harvest small business finance, llc	LeTip of Red Rock, NV	Brandon Davis Internet Marketing	12/09/2019	Submitted
3	10/10/2019	Aaron Langley Optimum Window Cleaning	LeTip of Red Rock, NV	Neal Katz Mortgage Loans	10/06/2019	Submitted

This completes the process for a Company Membership Replacement application. Once approved the new representative is automatically added to the roster replacing the prior employee and LeTip creates the new replacement's badge to send with their card caddy and lapel pin.