

07/07/2022

**Online Membership Application**

Training Guidance

**Online Membership APplication**

# General information about the Online Membership Application:

* Prospective members can access the form at:
  + <https://new-member-connect.premierinc.com/public/joinus/adventisthealth>
* The online form offers 2 paths of actions to prospective members:
  1. request to be contacted by a representative.
  2. enroll online

# How to Complete the Online Membership Application

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| **PATH 1: Request Contact from a representative** | |
| 1. | **Open** the Online enrollment form. |
| 2. | **Fill in** the demographic information on the **New Member Form**   1. First Name 2. Last Name 3. Suffix 4. Title 5. Class of Trade (Use the *Healthcare* and *Non-Healthcare* hyperlinks for definitions) 6. Organization Name 7. Phone Number 8. Business Address Line 1 9. Business Address Line 2 10. City 11. State 12. Zip Code 13. Email Address 14. Confirm Email Address |
| 3. | **Choose Yes or No** if you were helped by a supplier.  If you choose yes, provide answers to the following additional fields, which will appear:   1. Supplier Name 2. Contact First Name 3. Contact Last Name 4. Contact Email Address 5. Contact Phone |
| 4 | **Click** on **I want to be contacted by Adventist Health**. |

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| **PATH 2: Enroll online** | |
| 1. | **Open** the Online enrollment form. |
| 2. | **Fill in** the demographic information on the **New Member Form**   1. First Name 2. Last Name 3. Suffix 4. Title 5. Class of Trade (Use the *Healthcare* and *Non-Healthcare* hyperlinks for definitions) 6. Organization Name 7. Phone Number 8. Business Address Line 1 9. Business Address Line 2 10. City 11. State 12. Zip Code 13. Email Address 14. Confirm Email Address |
| 3 | **Click** on **I’m ready to start membership registration**. |
| 4 | 1. **Select** a **GPO Start Date** by clicking on the **Calendar Icon**. (Defaults to the day you are completing the online form.) |
| 5 | **Enter** unique identifiers. |
| 6 | **Enter** any additional contacts. (if applicable)  Graphical user interface, table  Description automatically generated |
| 7 | For prospective members enrolling multiple locations:   1. **Download** and **Complete the excel spreadsheet template**. 2. Once the excel spreadsheet is saved, **click** on **Select Files** and click on the saved file.   **Graphical user interface, text, application  Description automatically generated** |
| 8 | **Read** and **Accep**t the Terms and Conditions  Note: The exhibits forms are based on the class of trade that is selected. Some Classes of Trade require additional exhibits. Example: Exhibits B is required for Pharmacy Line of Business. |
| 9 | **Click** on **Submit my completed New Member application.** |

# Next Steps after Online Membership Application Completion

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| **PATH 1: Request Contact from Adventist Health** |
| **When the form is completed:**   1. a group email is sent advising the team of the new prospect 2. a prospects record is created in Premier’s systems 3. The user sees a splash page confirming submission |

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| **PATH 2: Enroll online** |
| **When the forms are completed:**   1. The Premier membership team gets an email containing all the details including a copy of the membership paperwork 2. a prospect record is created in Premier’s systems 3. The users sees a splash page confirming submission |