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
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| 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.)
2.
 |
| 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
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