

1. Click on this link for the new Membership sign up page: <https://portal.leah.org/plans/leah-memberships/>
2. Select blue “Sign Up” button under Albany/Adirondack Region.
3. Now you are on the page where you will enter your family’s information. This should be filled out for the parent who is the one who will be the primary contact with your chapter and with Homeschool New York / NYS LEAH. (You can enter the other parent later on)
4. The initial questions are pretty straight forward.
 - a. Check “HSLDA Member” if you are currently a member of that organization.
 - b. Check “Special Needs” if you currently are in PICC.
 - c. Select your **school district**.
 - d. For Account Type, **select “Parent”**.
5. Create a **Username**. This can be your email address, or something else that you will remember.
6. Enter your **email address** – this is the address you want Homeschool New York / NYS LEAH to send communications to
7. Set up a **password**.
8. If you are going to pay via **credit card**, leave that option selected. If you want to pay via **check or Venmo** select “Offline Payment”. (Send NY LEAH dues via Venmo to @GGFCHLeah or by check to Marrassa Morrow at 11 Davern Dr., Lake Luzerne, NY 12846)
9. **Add children:** This is for insurance purposes. Please click on Add Child, and enter their first name, last name, and birth date. This information will remain confidential, we only need to provide a summary to our insurer of how many children are in different age brackets. **Exact birth date is not needed**, just the **month** and **year**, and you can put whatever day of the month you want.
10. For “Are you part of any group?” Select “Yes”, and then pick your chapter. If you are a member of more than one chapter, pick your Primary chapter, the one that provided you with this information to register with.
11. Then click “Sign Up”