

# TREASURER AND MEMBERSHIP

## Newsletter Notes



THE VOICE FOR PROFESSIONAL  
EDUCATORS AND STUDENTS



### Important Notice -- A change in how you order membership materials

Greetings!

We are pleased to announce the launch of a new Education Minnesota membership materials online ordering site.

Local membership contacts must use this site to order membership materials for the 2019-20 school year and beyond. This includes membership applications, ESI Member Benefits brochures, NEA claim cards and insurance information, and Belonging to Education Minnesota brochures.

The site will go live on Wednesday, May 1. Orders will not begin shipping until mid-June.

We highly encourage you to place your order before the end of the school year.

Here's how it works: Only local membership contacts will have access to the site. Locals will need to report role changes to their field office in a timely manner to ensure current membership contacts have access to the site.

#### Login and ordering instructions

1. Open a web browser and copy [membershipmaterials.myprintdesk.net/dsf](http://membershipmaterials.myprintdesk.net/dsf) in the address bar.
2. Log in by clicking on the green box in the upper right hand corner.
3. Your username and password are your local number. If you don't know your local number, contact us at 651-227-9541.
4. Once logged in, you can order any of the five membership materials listed. Enter the quantities you need, then click the box "Add All to Cart."
5. You will be taken to your shopping cart page, which will display a preview of what you ordered and the quantity. Select a due date by clicking on the calendar. The system is set up to give a four-day lead time to fill and ship orders. You may select any day through September, although orders will not begin shipping until mid-June. Weekends are not available as a delivery option.
6. Click "Proceed to Checkout," then select a shipping method. Please remember, UPS does not deliver to P.O. boxes.
7. Payment method -- there is no cost associated with ordering membership

materials. Select the "Place My Order" button.

8. Order confirmation -- this page will give you a snapshot of what you ordered. You will also receive a confirmation email from Education Minnesota Membership Materials to the role email address we have on file.

If you have questions or need help logging in, call 651-227-9541.



**Education Minnesota Secretary-Treasurer Rodney Rowe:** [rodney.rowe@edmn.org](mailto:rodney.rowe@edmn.org).

**Treasurer/IRS/audit concerns contact Rose Tuiyott-Lewis:** [rose.tuiyott-lewis@edmn.org](mailto:rose.tuiyott-lewis@edmn.org).

**Membership/dues/billing statement concerns contact Michelle Johnson:** [michelle.johnson@edmn.org](mailto:michelle.johnson@edmn.org).

**Education Minnesota 1-800-652-9073.**

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