**3. Online Membership Admissions Process**

1. **Preparing to submit an application**

* Applicant contact Manger of Admissions to receive username and password for online application.
* Applicant logs in to online application at http://www.sior.com/login-admissions.
* Applicant reviews requirements and confirms qualifications.
* Confirms the Gross Fee Income (GFI) amounts for previous five years and obtains a signed GFI Affidavit from the applicant’s CFO, Managing Broker or CPA.

1. **Submitting an application**

* Complete online application form, upload GFI Affidavit and submit to SIOR (Manager of Admissions) electronically.
* Manager of Admissions notifies the Chapter membership and invites comments for 10 business days.
* Manager of Admissions provides the Recommendation Form to the applicant after the 10 day comment period.
* Applicant obtains two recommendations. The recommending members submit their recommendations directly to the Manager of Admissions.

Note: The applicant can submit an application without having completed the education requirement. When an application is approved subject to education, the applicant has 12 months to complete the education requirement.

1. **Application review by the Chapter and SIOR HQ**

* The Chapter Admissions Chair reviews the application and conducts an interview with the applicant.
* The SIOR Council of Chapter Presidents (COPs) votes monthly to approve membership.
* Welcome to SIOR.

The admissions process typically takes 90 days from the time of submitting a complete Membership Application and GFI Affidavit.

1. **New SIOR member**

* Attend an SIOR World Conference – first conference registration is complimentary.
* Get involved with the local Chapter.
* Participate as an active member.