

To apply for SIGIS Membership:

1. Review the Membership Agreement and all SIGIS Governance Documents

SIGIS makes its governance documents available for prospective members to download and review. As part of the automated signup process, you will be required to agree to the terms and conditions of the SIGIS Membership Agreement and accept all obligations set forth in the Governance Documents on behalf of the applicant company you represent.

Prospective members are strongly encouraged to have the legal counsel for your company/organization review these documents. In submitting a membership application using the automated process, your company/organization agrees to be bound by the terms in these documents.

2. Prepare to Submit the Online Application

All information must be completed at the time that the application is submitted. Incomplete applications will not be accepted or saved. If you need to stop filling out the application and return at another time, you'll need to start again from at the beginning. **IMPORTANT:** Do not apply if you are the following: Doctor's offices, hospitals, chiropractors, massage therapists, dentists, medical labs, vision centers and others because the services they offer are strictly health care related. Do not apply if you are a day care provider, SIGIS services do not support dependent care FSA's.

Important Note to Tier IV Members: To complete the Membership Application, payment of the \$100 membership fee must be paid by credit card. The application will not be accepted unless the application is completed in full with the membership fee paid.

Listed below are key sections to focus on when filling out the Online Membership Application.

- o **Section 1, Member Name**

The Organization Legal Name must be entered as the Membership name. Please verify that the Organization name is the Legal name that is on the company's Federal Tax Identification documents. If the Legal Organization owns an Affiliate company or companies, only the Legal Organization needs to apply for SIGIS membership.

- o Please note the Organization's legal name will NOT be displayed to the public as an IIAS-certified or 90% Rule registered merchant, unless the merchant does business under the name of the Primary Organization name.

Example:

The legal name of a company is "John Doe, Inc". John Doe, Inc. does business as (DBAs):

John's Pharmacy

Doe's Drugs

The Organization Legal Name in this example is John Doe, Inc. Upon IIAS certification or 90% Rule registration, the two DBAs, John's Pharmacy and Doe's Drugs, can be provided for listing on the SIGIS public website.

For each Member contact that is entered on the form, it is important to note that a unique email address must be entered for each contact. The email address provided will serve as the Member's username for access to the SIGIS Member Area of the SIGIS public website.

- **Section 2, Primary Contact**

In this section, indicate the person who will be the lead contact for non-legal notifications.

- **Section 3, Notice Contact**

In this section, indicate the person for purposes of receiving official notices pursuant to the Governance Documents.

Section 4, Billing Contact

In this section, indicate the person who will be the contact for billing inquiries.

- **Section 5, Alternate Contact**

In this section, indicate the person who will be an alternate contact who participates in corporation activities.

- **Section 6, Primary Type of Business**

In this section, select the option that best describes your type of business. Please note the descriptions to the left of the selection box. For example, if you own a Pharmacy, your type of business would be considered a "Merchant/Retailer". IMPORTANT: Do not apply if you are the following: Doctor's offices, hospitals, dentists, medical labs, vision centers and others because the services they offer are strictly health care related.

Acquirer/Processor: Bank/processor that enables retailers to accept card payments
Issuer/Issuer Processor: Bank/processor that issues payment cards to consumers
Merchant/Retailer: A store/business that accepts card payments, i.e., a pharmacy
Payment Card Network: A company that processes credit card transactions
Plan Administrator: A benefits provider who administers company insurance programs
Third-Party Service Provider (TPS): A company that provides a point-of-sale software solution to accept card payments

- **Section 7, Category of Membership**

In this section, indicate the Membership Tier for this member – Tier I*, II, III or IV. All Membership Tiers may access and download the SIGIS Eligible Product List. Merchants, TPS's and Networks are eligible to complete either SIGIS IIAS Certification or 90% Rule Registration as appropriate.

*NOTE: If your company wishes to join as a Tier 1 Member, please contact SIGIS at help@sig-is.org as manual submission of the Membership Application is required. Note: Tier 4 financial obligations must be paid by credit card)

- **Section 8, Legal Agreement**

In this section, the person completing the Membership Application clicks agreement with the terms of the SIGIS Membership Agreement. Prospective Members will want to have reviewed the Membership Agreement and other relevant documents prior to submitting the online application. Members are recommended to have their legal counsel review the relevant documents as well. See the [Join](#) section for more information.

3. **[Complete the Online Membership Application](#)**

Please Note the following Minimum Browser Requirements:

SIGIS supports IE 11, Chrome 53 and Firefox 49 or higher versions. SIGIS does not test compatibility with older versions of supported browsers or non-listed browsers. Browsers must support TLS 1.0 or higher.

To ensure complete functionality for all features on this site please make sure that JavaScript is enabled, the browser is set to accept cookies and turn off pop-up windows blocking utility if any for this site.

To know the version of your browser, select "Help" in the browser menu and choose "About".

To upgrade your web browser software, follow one of the links listed below:

[Microsoft Internet Explorer](#) OR [Mozilla Firefox](#) OR [Google Chrome](#)