



# How To: Affiliate with a CAB Organization and Join as a CAB Associate.

Revised 22 May 2023



# 1. Enter / Update Contact Information.

When you login to your INCOSE profile, you have the option to update your personal information and affiliate with INCOSE as a CAB Associate.

What would you like to do?

- [Update my Profile](#)
- [Affiliate with a CAB Organization](#)
- [Join INCOSE](#)
- [Go Home](#)

Selecting this link will direct you to your profile information page to verify that you have met the requirements to affiliate with a CAB Associate.

Verify your Contact Information. If you intend to affiliate as a CAB Associate, you must link your profile to an INCOSE CAB Organization and use your organization's email as the primary email on your account.


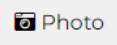
**Note:** Before you can join as a CAB Associate you must have met the following requirements:

1. Primary email must be one of the domains provided by the CAB Organization
2. Profile must be "linked to your CAB Organization (seen on next slide)

Profile Information

This information will be used to identify your account. If you use text messaging to verify your profile, you may incur costs from your mobile phone provider. Messages are sent from the US, so if you are providing a Non-US mobile number, your mobile phone provider may apply international charges. **When entering a Non-US phone number, you must type a Plus Symbol "+" and your Country Code before your number.**

**Attention CAB Associates:** You must use your CAB Organization email to qualify for a CAB Associate Account. Providing a Gmail -type email below will disqualify your CAB Associate account.

	Email Address
	<input type="text" value="alex@CAB-Organization.com"/>
	Name*
	<input type="text" value="Alexandra Kowalski"/> <



# 1. (Continued) Linking Your Profile to a CAB Organization.

Continued from previous slide...

## 2. Profile must be “linked to your CAB Organization.”

**Note:** Job Title is not a required field.

Link your profile to your CAB Organization

If you are affiliated with one of INCOSE's CAB Organizations, please begin typing in field below and select the organization from the list. Visit our [website](#) to see if your Organization qualifies you for a CAB Associate account.

Organization

✕ ▲

No items found

If you have satisfied those two (2) requirements, by clicking “Save Changes”, you should be redirected to the page allowing you to add the CAB Associate Package to your profile.



## 2. Adding Associate Package to Profile.

### INCOSE Profile Updates



#### Select Your Membership Type & Package

Application Type:

Join

Membership Type:

CAB Associate

0.00 USD

Do Not Show In Directory

I acknowledge that I have read and understood the INCOSE Policies, Code of Ethics and Privacy Statement. I hereby accept and agree, as a condition of my membership with INCOSE, to be bound by these terms. Check the checkbox to specify that you agree and accept these terms.\*

Visit the INCOSE website to review the Policies and Bylaws, INCOSE Code of Ethics and INCOSE Privacy Statement.

Next

The select “CAB Associate” as “Membership Type”.

**Note:** You must also check the box acknowledging your understanding INCOSE's Policies, Code of Ethics and Privacy Statements in order to proceed.

Once you select “Next” you will be directed to the page below, this is just informational, proceed by clicking on “Next” again.



No payment is due at this time.

Back

Cancel

Next



### 3. Review & Process Order.



**Heads up!** Your order is not yet complete! Review the information below and click the **Process** button at the bottom of the screen to complete your order.

Item	Quantity	Unit Price	Total
CAB Associate	1	0.00 USD	0.00 USD
Subtotal:			0.00 USD
Shipping:			0.00 USD
Taxes:			0.00 USD
Less Discounts			-0.00 USD
Total:			0.00 USD

Payment Method: No payment is required.      Payment Amount: \$0.00

Back

Cancel

Process Order

Since your profile is already affiliated to your CAB Organization, there should never be a cost here for your Associate Account. Then complete this order by clicking on “Process Order”.

You will receive the confirmation message below. Clicking the “Continue” button will take you back to your profile and you can begin to take advantage of the benefits of being a CAB Associate.



**Membership Order Processed Successfully**

We've successfully processed your membership order.

→ Continue

If you have any questions or issues, please contact [helpdesk@incose.net](mailto:helpdesk@incose.net).