

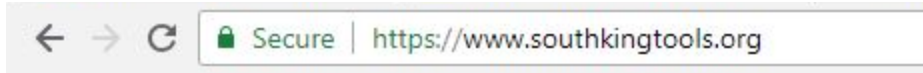
Easy Steps to Become a Member

South King Tool Library

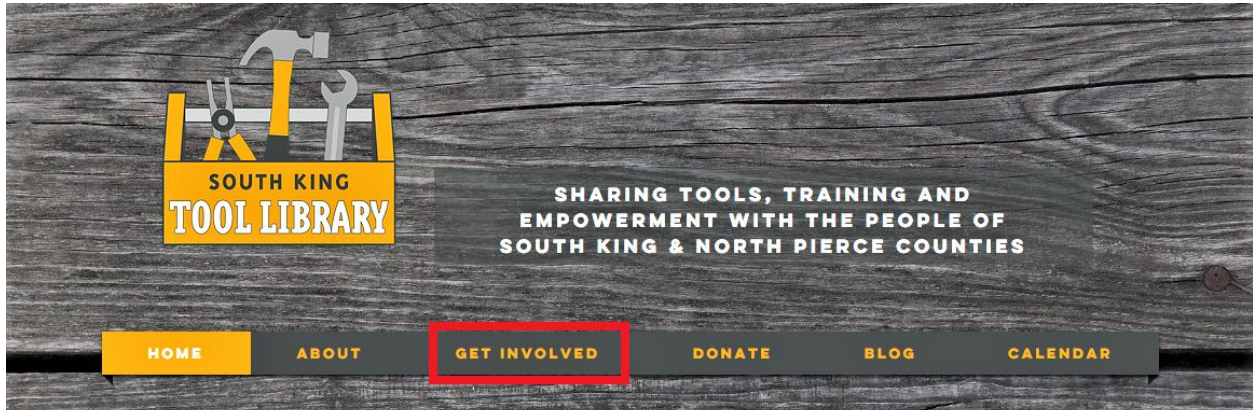


1. Locate the Member Application

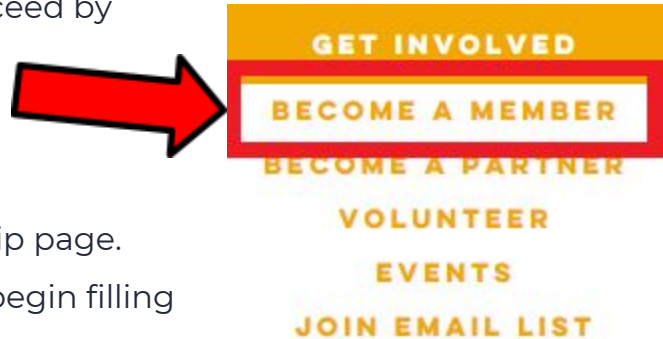
First, visit the South King Tool Library website at www.southkingtools.org



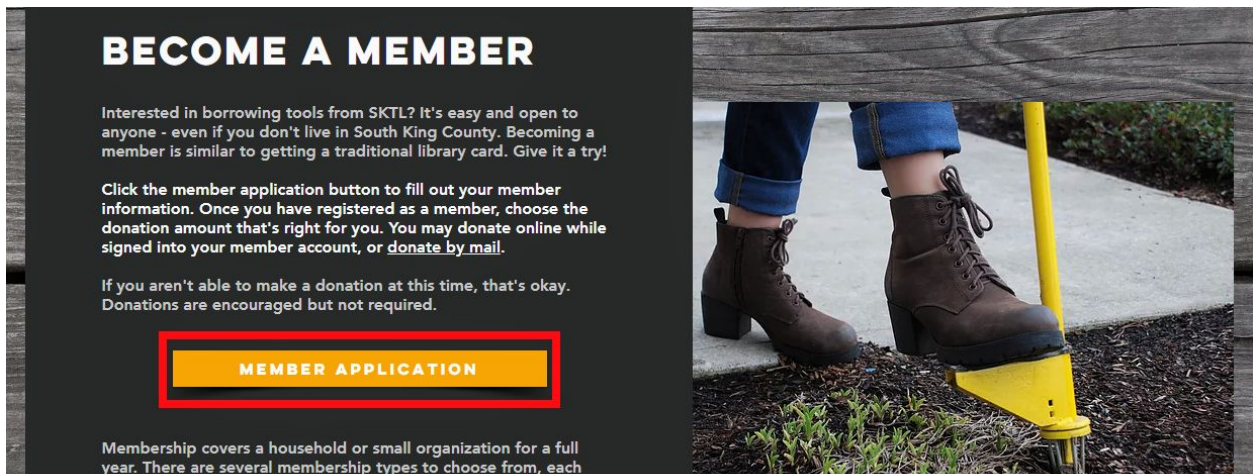
Once at the website, hover the cursor above the GET INVOLVED button.



A drop-down menu will appear. Proceed by clicking on BECOME A MEMBER in the drop-down menu.



This will bring you to the membership page. Click on MEMBER APPLICATION to begin filling out your application.



2. Enter Your Information

The image shows a 'Sign Up' form for the South King Tool Library. The form is titled 'Sign Up' in green. Below the title, it says 'Enter your personal details below:'. There are three input fields: 'First Name', 'Last Name', and 'Email'. These are numbered 1, 2, and 3 respectively. Below these, it says 'Enter your account details below:'. There are three input fields: 'Username', 'Password', and 'Re-type Your Password'. These are numbered 4, 5, and 6 respectively. At the bottom of the form, there is a 'Cancel' button and a 'SUBMIT' button. The 'SUBMIT' button is numbered 7. Below the form, there are two links: 'ALREADY HAVE AN ACCOUNT?' and 'FORGOT YOUR PASSWORD?'.

1. Type your **first name**.
2. Type your **last name**.
3. Enter an **email address**. The South King Tool Library will use this email address to contact you when necessary. It can also be used to receive receipts, notifications, and more.
4. Create a **username** and enter it here. Your username and password can be just about any combination of names, words, numbers, or symbols. Make sure it's something you can easily remember! This will serve as a form of your identification in our computer system.

5. Create a **password** that you can remember easily and enter it here. You will need this password in order to log into your account.
6. **Re-enter password** from part 5.
7. Click the **SUBMIT** button once you have filled out 1-6.

3. Choose a Membership Type

After entering your account information, you will be sent to the membership selection page:

The screenshot shows a web page titled "Select Membership". At the top right, there are links for "Account", "Loans", and "Transactions". The page is divided into three columns, each representing a different membership type:

- Lifetime Member:** A Lifetime Membership has a suggested one-time donation amount of \$300 and does not expire. The Lifetime Member will still need to register with an ID and sign waivers when registering at the Tool Library. If you prefer to pay with a check or cash (instead of online via credit card), please contact us at info@southkingtools.org for instructions. Tool rentals may be limited to 25 items per checkout and checkouts limited to 10 days. Because safety and accessibility are our highest governing principles, additional deposits and additional training may be required for any user. Duration: Never expires. Cost: 300.00. A blue "Select" button is at the bottom.
- Standard Household:** Annual membership for a standard household. The Standard Household member will still need to register with an ID and sign waivers when registering at the Tool Library. Suggested donation per year is \$40. If you prefer to pay with a check or cash (instead of online via credit card), please contact us at info@southkingtools.org for instructions. Tool rentals may be limited to 25 items per checkout and checkouts limited to 10 days. Because safety and accessibility are our highest governing principles, additional deposits and additional training may be required for any user. Duration: 1 year. Cost: 40.00 (recommended amount). Enter amount to pay: 40.00. A blue "Select" button is at the bottom.
- Temporary Membership:** This is a temporary membership. On your first visit to South King Tool Library, you will choose your membership type and we will activate your account. Each membership type has a suggested donation amount. Donations may be paid with a credit or debit card, check or cash. Questions? Contact us at info@southkingtools.org. Duration: 1 year. Cost: 0.00 (recommended amount). Enter amount to pay: 0.00. A blue "Select" button is at the bottom.

At the bottom of the page, there are three buttons: "Purchase Membership", "Check Out and Save Card", and "Cancel".

Note: If you have already created an account but have not yet selected a membership type, follow these steps a-e. (You may skip these steps if you are already at the membership selection page.)

a. **Locate the member application** from step 1.

b. **Click here**

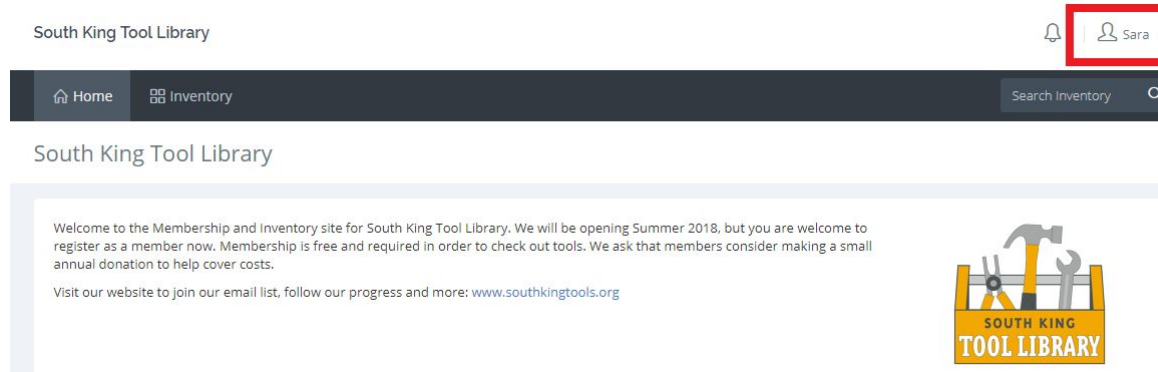
This will bring



you to the member sign-in page.

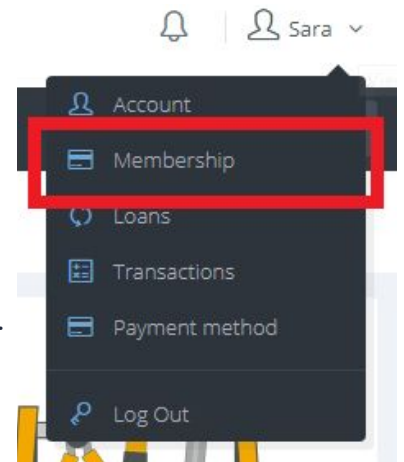
The screenshot shows a sign-in page with a header "Re-type Your Password". Below the header are two buttons: "Cancel" and "SUBMIT". At the bottom, there are two links: "ALREADY HAVE AN ACCOUNT?" and "FORGOT YOUR PASSWORD?". A red rectangular box highlights the "ALREADY HAVE AN ACCOUNT?" link.

- c. **Log into your account** by entering your username and password.
- d. Hover the cursor above your name in the upper righthand corner of the home page. A drop-down menu will appear.



- e. Click on Membership. This will bring you to the membership selection page.

Note: If this option does not show up in this drop-down menu, it means that you have already selected a membership type.



There are several membership types that you may choose from:

- Lifetime Member
- Standard Household
- Temporary Membership

Read the membership type descriptions and consider the membership duration and suggested annual cost when selecting a membership type.

Click  under the membership type that you would like to purchase.

4. Checkout

➤ Changing Payment Amount

Standard Household

Annual membership for a standard household. Suggested donation per year is \$40. If you prefer to pay with a check or cash (instead of online via credit card), please contact us at info@southkingtools.org for instructions.

Duration: 1 year

Cost: 40.00 (recommended amount)

Enter amount to pay:

✓

The listed membership cost is a *recommended* amount that can be adjusted before payment.

Click just to the right of the number amount inside the white box. A flashing cursor should appear.

Delete the number amount using the Backspace key on your computer keyboard. Finally, re-enter the number amount that you would like to pay.

Scroll to the bottom of the membership selection page to checkout.

Purchase Membership

Check Out and Save Card

Cancel

Select this option if you wish to make a one-time payment

Select this option if you may make additional payments in the future and would like our system to remember your method of payment.

To make an online payment, enter your credit/debit card information and select Pay.

The image shows a payment form for the South King Tool Library Membership Renewal. The form includes a field for 'Your email address', a 'Card number' field, a 'MM / YY' field, a 'CVC' field, and a 'Pay \$30.00' button. Red arrows point from the card information on a Chase Visa Debit card to the corresponding fields in the form. The card displays the number 1234 5678 2374 7498, the expiration date 02/14, and the CVC 774. The cardholder's name is JOSEPH A BARRIENTOS.

You will then be redirected to the My Account page.

The image shows the 'My Account' page of the South King Tool Library. The page has a header with the library name and a user profile for 'Sara'. Below the header is a navigation bar with 'Home' and 'Inventory' links, and a 'Search Inventory' button. The main content area is titled 'My Account' and displays a green message: 'Membership set to Senior/Veteran/Student Household'.

If your membership selection and online transaction were successful, you will receive this green message (note that the message will indicate the membership type that you selected) :

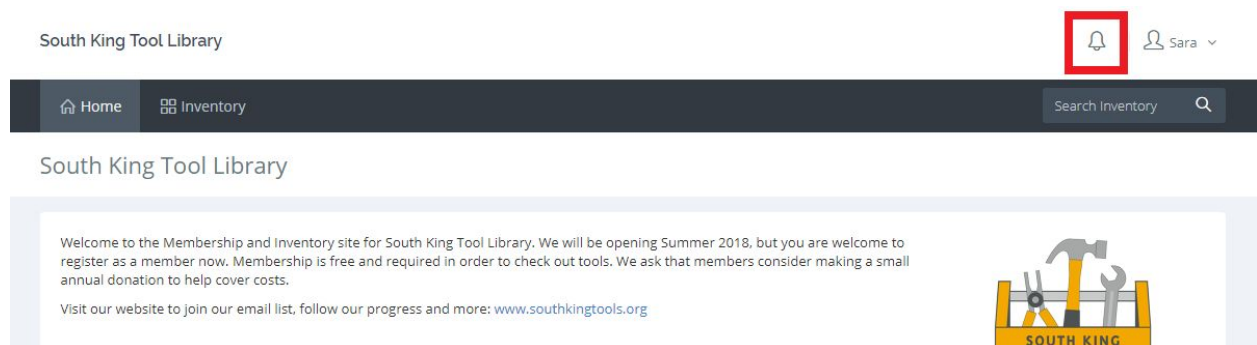
My Account

Membership set to Senior/Veteran/Student Household

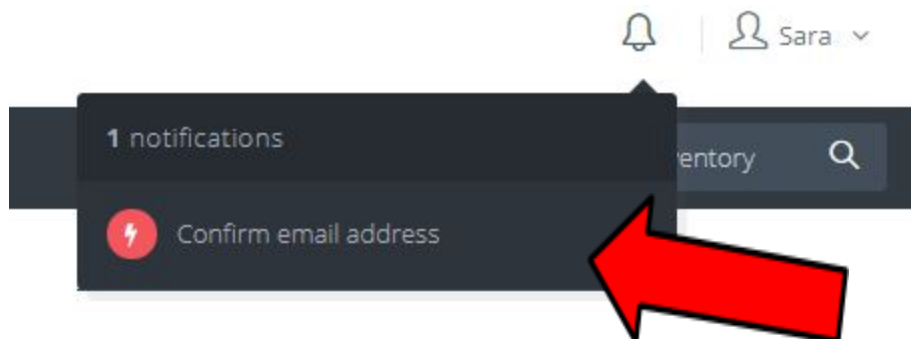
5. Confirm Your Email Address

If you are not yet logged into your South King Tool Library account, do so by following steps 3a-3c above.

Once logged in, hover your cursor above the notifications icon.



A list of your notifications will appear. Click on the notification labeled "Confirm email address". (Note that this notification will not appear if your email address has already been confirmed. Proceed to part 6 if that is so.)

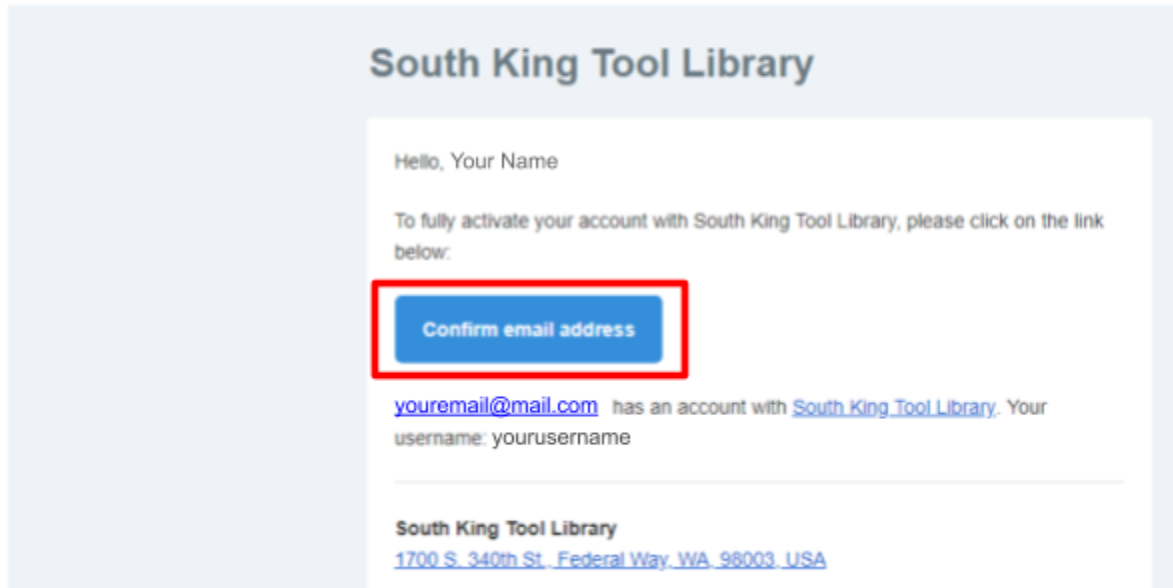


An email will be sent to the email address linked to your South King Tool Library account. Log into your email account and open it.

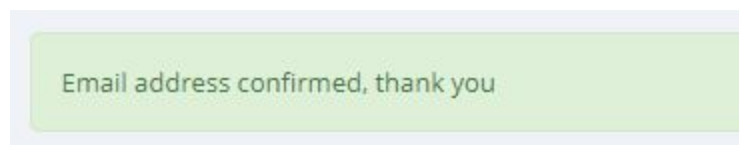
The email will contain a button that will allow you to confirm your email address. Click on it.

Confirm your email address with South King Tool Library - Your Name 📧 Inbox x

👤 South King Tool Library donotreply@myturn.com via sendgrid.me
to me ▾



You will be redirected to your South King Tool Library account page. If you successfully confirm your email address, this green message will be at the top of the page.



Note: If your email confirmation is unsuccessful, repeat the steps from part 5.

6. Next Steps

To complete your membership, please visit the South King Tool Library. There, you will...

- Confirm your online information
- Provide additional information, such as your address and phone number
- Sign liability waivers

South King Tool Library Address: [1700 S. 340th St. Federal Way, WA 98003 USA](#)

