

SEC/N Membership Application Process

1. Applicant downloads a copy of the SEC/N *Code of Ethics* from the “*Membership / Become a Member*” section on the SEC/N website (www.secn.org). Companies with documented legal judgments against them, need not apply.
2. Applicant addresses a *Letter of Introduction* on company letterhead to the SEC/N Members which includes:
 - a. Company name, address, telephone / fax numbers, and website address
 - b. Brief company overview (history, nature of business, etc.) and involvement in the used / refurbished market
 - c. Name, address, telephone number and email address of person to serve as the company’s primary representative to SEC/N
3. Applicant mails a signed copy of the *Code of Ethics* and sends an email with the *Letter of Introduction* attached to the SEC/N Office, along with a check for the *initial year’s dues*.
 - a. Invoices will be provided by SEC/N upon request
 - b. Checks are encouraged, wire transfers are acceptable
4. Once SEC/N has received a signed copy of the *Code of Ethics*, *Letter of Introduction*, and fees for the initial year’s dues, the applying company will be notified of their acceptance as a SEC/N Member.
5. An announcement of the new company’s membership will be posted on the *SEC/N Website* and in the *SEC/N Newsletter*. *Letters of Introduction* will be forward to Member companies upon request.
6. The SEC/N Office will provide the new member company with a *Website Application Form*, which the new member company will complete and return to the SEC/N Office, along with a **.jpeg copy** of their company’s logo.
7. The SEC/N Office will forward the completed *Website Application Form* and **.jpeg logo** to the SEC/N Webmaster.
8. SEC/N’s Webmaster will create a separate company page for the new member company on the SEC/N Website.
9. The new member company will be issued a *user name* and *password* for accessing the “*Members Only*” section of the *SEC/N Website*.

To Contact SEC/N:

Address: P.O. Box 1832, Gilbert, Arizona 85299 USA

Email: email@secn.org Telephone: 480-348-0142