

How to Submit Your NCSN Emeritus Application Online

1. Log in to your NCSN account and click “My NCSN.”

The screenshot shows the 'My NCSN' user profile page. At the top right is a 'Go Back' button. Below the header is a blue bar with 'My NCSN (Click on My NCSN to start or continue your recertification)'. The main content area is divided into two sections: 'Profile Details (Visible Online: Yes)' and 'My Account Links'. The 'Profile Details' section includes fields for Name (Jane Doe), Address (5825 Newell Dr., Monroe, NC 28112), and Email (TINIANDMIKE@mailinator.com). There are buttons for 'Edit Primary Info', 'Add/Edit Bio', 'Edit Contact Info', and 'Edit Social Links'. The 'My Account Links' section contains links for Home, Apply for Certification, My Invoices, Change My Password, and Logout.

2. Click “Request Emeritus Status,”

The screenshot shows the 'Pending Recertification' section for Jane Doe. It lists details for the current application: NCSN Recertification, Accrual Period: 03-01-2013 – 02-28-2018, Recert Available: 02-28-2017, Expires: 02-28-2018, and Submission Date: 03/01/2013. At the bottom of this section are two buttons: 'Request Emeritus Status' (highlighted in yellow) and 'Submit Recertification Fee'.

3. A confirmation screen will appear to confirm that you are requesting to file for Emeritus for your NCSN credential and that you are aware of the Emeritus fee. Click “Add to Cart” to add this to your cart.

The screenshot shows the 'Add to Cart' confirmation screen. At the top is a navigation bar with links for Dashboard, RN License, Experience, Continuing Education, and Fees. Below the navigation bar is a status bar with icons for Locked, Unlocked, Completed, Under Review, Further Action, and Met. The main content area is titled 'Add to Cart' and displays the following information: Product Name: NCSN Emeritus Fee, Price: 95.00, and Quantity: 1.00. At the bottom right of the screen is a yellow 'Add to Cart' button, which is highlighted in the image.

4. A shopping cart confirmation screen will appear so you can review item, quantity, and total cost. Click "Checkout" from the top or bottom of the page.

Online Store Shopping Cart

The screenshot displays a shopping cart interface with the following sections:

- Line Items:** A table with columns for Price, Item, Quantity, Net total, and Discount. One item is listed: "NCSN Emeritus Fee" with a price of 95.00 and a quantity of 1.00. The net total is 95.00 and the discount is 0.00. Annotations include a blue arrow pointing to the item name, another pointing to the quantity field, and a third pointing to the net total.
- Cart Total:** A summary section showing Subtotal: 95.00, Total discount: 0.00, Total tax: 0.00, Total shipping: 0.00, and Total: 95.00.
- Discounts:** A section with input fields for "Discount:" and "Source Code:", each with an "apply" button. Below this is a link: "If you are applied for discount programs, click this link: Apply Discount Program".
- Navigation:** Two "Continue to Shop" and "Check-Out" buttons are present, one at the top right and one at the bottom right. The "Check-Out" buttons are highlighted in yellow, with blue arrows pointing to them.

5. Select your payment method, then click "Continue" from the top or bottom of the screen.

Customer Information

Customer: Jane Doe

Use this phone: (704)243-1198 ✓

Use this email: TINIANMIKE@mailinat ✓

Billing Information

Bill to: Jane Doe

Billing contact: Please select

Pick your billing address: Home (Preferred): 5825 ↑ ✓

Required

Bill to:

Jane Doe
5825 Newell Dr.
Monroe NC, 28112
UNITED STATES

Ship to:

Jane Doe
5825 Newell Dr.
Monroe NC, 28112
UNITED STATES

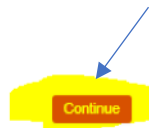
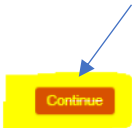
Payment Information

Payment amount: 95.00

Payment method: Please select

Please select
ACH
Amex
Discover
Mastercard
Visa

Invoice total:



6. Enter in all payment information in the highlighted fields, then click “Continue.”

Payment Information

Payment amount: 95.00

Payment method:

Required

Cardholder's name:

Required

Credit card number:

Required

Expiration date:

Required

CVV:

Invoice total: 95.00

Continue

- Another confirmation screen will appear. Click "Submit Order" from the top or the bottom of the screen to complete your purchase.

Online Store Shopping Cart

Order is not complete. Press "Submit Order" to complete.

[Edit Payment](#) [Submit Order](#)

quantity	price	net total	item
1.00 <small>Required</small>	95.00 <small>Required</small>	125.00	NCSN Emeritus Fee

Billing/Shipping Information

Customer name: Jane Doe
Billing name: Jane Doe
Phone: (704)243-1198
Email: TINIANMIKE@mailinator.com

Contact:

Ship to:

Jane Doe
5825 Newell Dr.
Monroe NC, 28112
UNITED STATES

Bill to:

Jane Doe
5825 Newell Dr.
Monroe NC, 28112
UNITED STATES

Payment Information

Total discount: 0.00
Credit to apply: 0.00
Net applied: 95.00
Total tax: 0.00
Net-balance: 0.00
Total shipping: 0.00
Payment amount: 95.00
Net-total: 95.00
Payment method: Visa
Cardholder's name: Jane Doe
account number:
credit card display: 41*****1111
Expiration date: 2019/05
Email Confirmation?

Order is not complete. Press "Submit Order" to complete.

[Edit Payment](#) [Submit Order](#)

8. A final confirmation screen will appear. Your Emeritus application is complete!

Online Store Shopping Cart

Purchase Details						
Item	Price	Qty	Discount	Tax	Shipping	
NCSN Emeritus Fee	95.00	1.00	0.00	0.00	0.00	

[Continue Shopping](#)

Thank you for your order. Your confirmation number is:

83010376528528720

231124

Billing/Shipping Information

Customer name: Jane Doe

Email: TINIANMIKE@mailinator.com

Phone: (704)243-1198

Shipping label: Jane Doe

5825 Newell Dr.

Monroe NC, 28112

UNITED STATES

Billing name: Jane Doe

Contact:

Billing label: Jane Doe

5825 Newell Dr.

Monroe NC, 28112

UNITED STATES