

# Mini LT Process Guide

Please note: This is a revised guide and some of the processes are temporary. You will receive an updated guide when Online Applications are available in your regions.

## Temporary Application Submission Process:

- [Visitor Host enters Visitor record into BNI Connect.](#)
- Applicant completes written application and submits app and proof of payment to Membership Committee.
- Membership Committee process and approves application.
- Vice President signs back of application.
- Secretary/Treasurer goes to regional website and uploads Application (digital copy scanned with smart phone) with Proof of Payment.
  - Go to your regional website.
  - Click “Member & LT Resources”.
  - Under Leadership Team Resources, click hyper link that says “[Click here to submit applications and for Director and LT Support](#)”
- Electronic (e-Check) preferred but if new Member pays by paper check
  - Ensure check is payable to “BNI Global.”
  - Mail to:
    - 11525 N. Community House Road, Suite 475, Charlotte, NC 28277
    - Attention: CORE Team
- For any questions or status updates on applications go to [regionaloffice.bni.com](http://regionaloffice.bni.com)

## Chapter Transfer Application Submission Process:

- Chapter Transfers require an approved paper application and submission via the Chapter Transfer application submission form on your regional website
  - Go to your regional website.
  - Click “Member & LT Resources”.
  - Under Leadership Team Resources, click hyper link that says “[Click here to Submit Chapter Transfer Applications](#)”
- Please note:
  - Members need a minimum of 6 months credit to transfer chapters
  - One of the requirements for Chapter transfers is Area Director approval. Please ensure all Chapter transfers are approved prior to the submission of the form.
- Electronic (e-Check) preferred but if new Member pays by paper check:
  - Ensure check is payable to “BNI Global.”
  - Mail to:
    - 11525 N. Community House Road, Suite 475, Charlotte, NC 28277
    - Attention: CORE Team
- For any questions or status updates on applications go to [regionaloffice.bni.com](http://regionaloffice.bni.com)

## Helpful BNI Connect Action Links:

Visitor Host: Managing Visitors

[Adding a Visitor that has not registered to attend the meeting](#)  
[Managing a visitor after attendance at your Chapter meeting](#)

## Process for Dropping a Member:

- LTs/DCs/ADs can all submit Dropped Member Form found on your regional website on the Member and LT Resources tab.
- Or submit here: [Dropped Member Form](#)

## Requesting Return of Payment for Declined Applicants – New or Renewing:

- Go to your Regional Website and click Member & LT Resources
- Click on the link that says [Click here to Submit an App and for Director and LT Support](#)
- Fill out the request form and include the following information in the body of the request:
  - Declined applicant's name
  - Reason for Decline
  - Proof of payment

## Have a Question?

- Submit a Support Ticket to regionaloffice.bni.com:
  - LTs can submit requests for:
    - Reinstating an expired Member
      - (Expired Member = Member who is 16 days past renewal date)
    - Check status of application
  - ADs/DCs/LDCs can submit requests for:
    - Any administrative questions on regional operations
  - [All requests can be submitted HERE](#)

## BNI Connect and University Support:

- Find helpful articles for navigating [BNI Connect here](#).
  - or Connect **and** University log-in issues send an email to support@bniconnect.com
  - or other Connect and University questions, submit a support ticket [BNI Connect Support](#). Click "Submit a Request" in the upper right-hand corner.