Go to [http://apply.osa.org/prog/SENIORMEMBER](http://apply.osa.org/prog/SENIORMEMBER)

Click on “LOG IN” and select “Optica Login”
You will be sent to a home screen for your applications. If you have applied for a program within the system, it will appear here. If not, please click on “View programs.”

Find the Senior Member Program and click “more.”

Then click on “apply” to create an application.
This will take you to your application dashboard. Click on “nomination”

Since you are nominating another member, please click “someone else” and provide their name in the box below. Then click “Mark as Complete.”
Next, click on “Eligibility”

Complete the three questions regarding eligibility for the member you are nominating and then click on “mark as complete.”
If you click on “back to the application,” you can see a green checks on your completed tasks and tasks that need to be completed under “your tasks.”
Click on “Contact Information” to fill out the next form with the member’s information that you are nominating. Please remember that nominations for Senior Membership are not confidential. You can work directly with the nominee to obtain the necessary information to complete the designation submission. A student member is not eligible for Senior Membership and cannot serve as a reference.

Click “Mark as Complete” when done. Then click “submit” on the next page.
Next complete the “Upload CV/Resume” page

The CV/Resume can be in the following formats: PDF, Doc, Docx. Once uploaded, click “mark as complete.” Next click on “request 2 recommendations” for the next form.
Two letters of recommendation from active Optica members are required to complete the application. An employer recommendation can also be included in the application. Sample letters can be found in the Reference Guide and sample email messages are provided to send to references on this form.

As the nominator, you can submit a reference letter for the nominee but it will need to be emailed to seniormember@optica.org

Unfortunately, the system default will not allow you to be both a reference and the submitter of the application.

Click on “request a recommendation” and the form below will pop up. Please complete for each individual you are requesting a reference from:
You will see the two references listed that have been emailed and click “mark as complete.” Next, open the “personal narrative/statement” form:
Accepted formats are PDF, Doc, and Docx. For examples of statements, please visit the Nomination Guide. Attach the personal narrative/statement for your nominee and then click “mark as complete.”
All of the tasks and forms are now complete. Click “submit.” You will then be prompted to review or submit the application.

Once you have clicked “submit” you can not change the application in the system. You would need to contact seniormember@optica.org to have the application changed once it has been submitted.
When the reference letters have been uploaded, you will receive the following notification:
Opportunity Application Portal

Dear Sara Bendoraitis,

[Name] has accepted your request to provide a recommendation for your application, 2830753452, for the following program, Senior Member.
Click the following link to access your application.

Thank you,
Terence Rooney

View Application

If the button is not clickable, please copy and paste this URL into your browser's address bar:
https://www.somewhere.com/25173088/