

## How to register for the IPed Member Portal

- If you are a member whose membership has transferred from one of the societies of editors, you will be assigned a Member Code (format M12345) but will not automatically be registered for the portal. You will need to follow the instructions below which include selecting a portal username and setting a password.
- If you have applied for Professional or Student membership and your membership is approved, you will need to follow the registration process below.
- If you have applied online for Associate or Corporate membership, you will have chosen a username in your application and will automatically be registered for the portal.

All members can reset their password at any time following the steps in the guide.

## How to register for portal access

Go to <https://ipedmembers.memnet.com.au/Login.aspx> and click on the Register button:

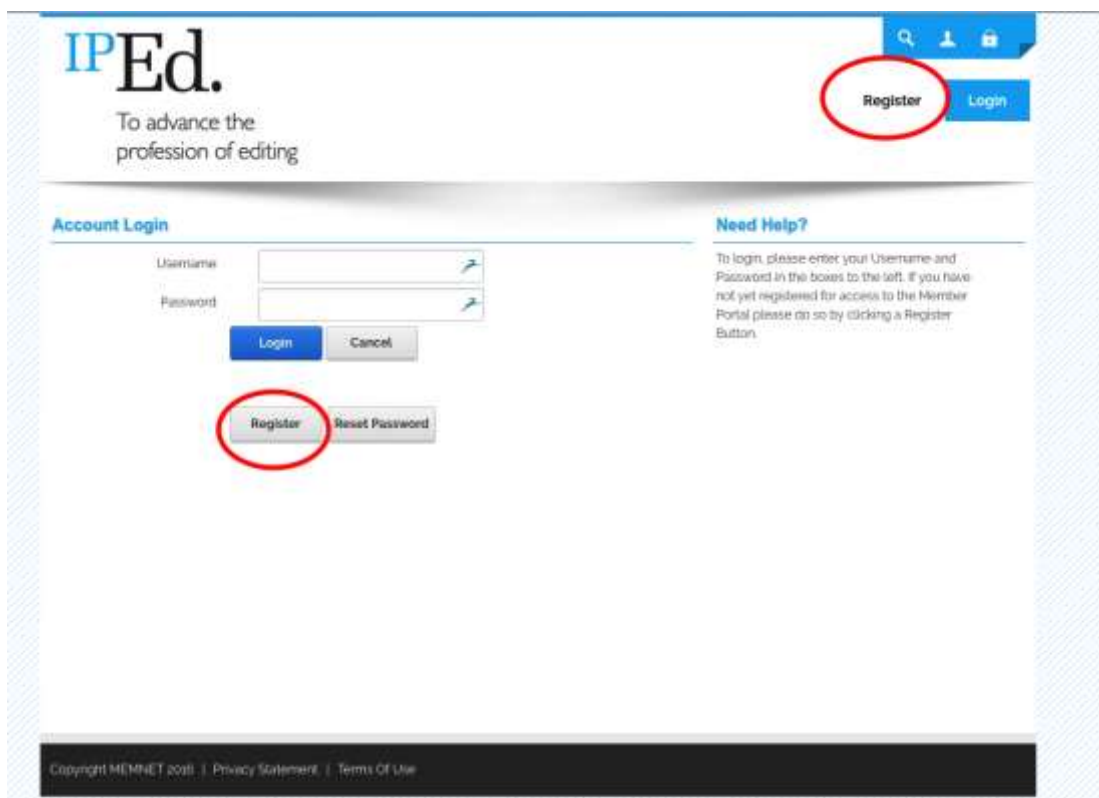
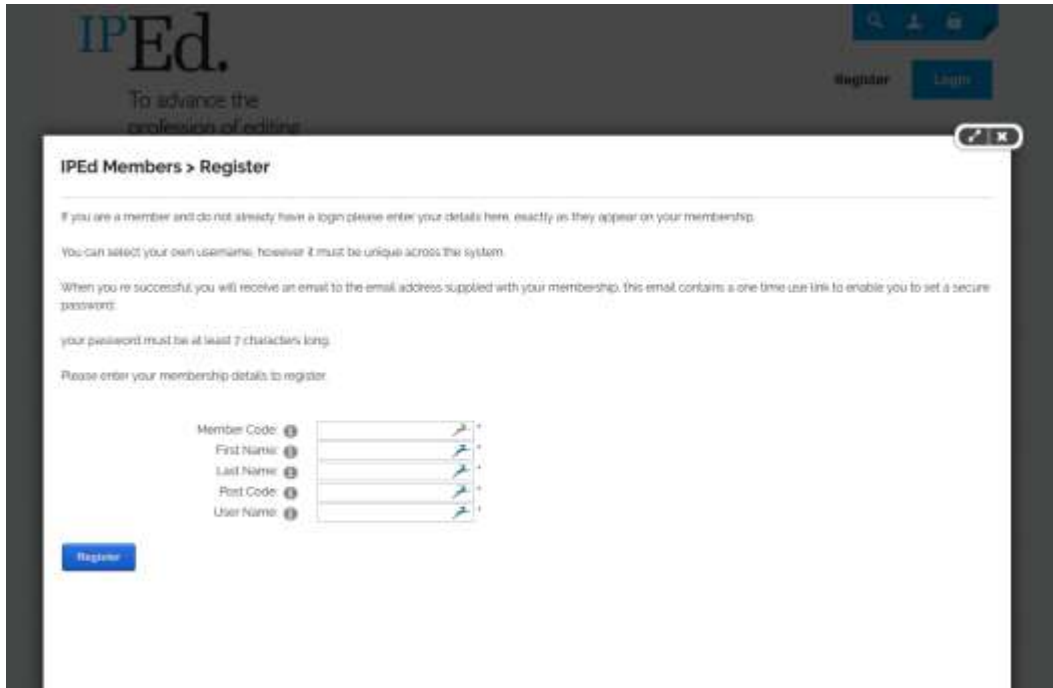


Figure 1

You will now see this page:



Enter your Member Code (as shown on your subscription confirmation email, or your renewal invitation or the receipt you received when you joined). It begins with M.

Enter your first name, last name and post code.

Click on the blue Register button.

You will see a screen like this:

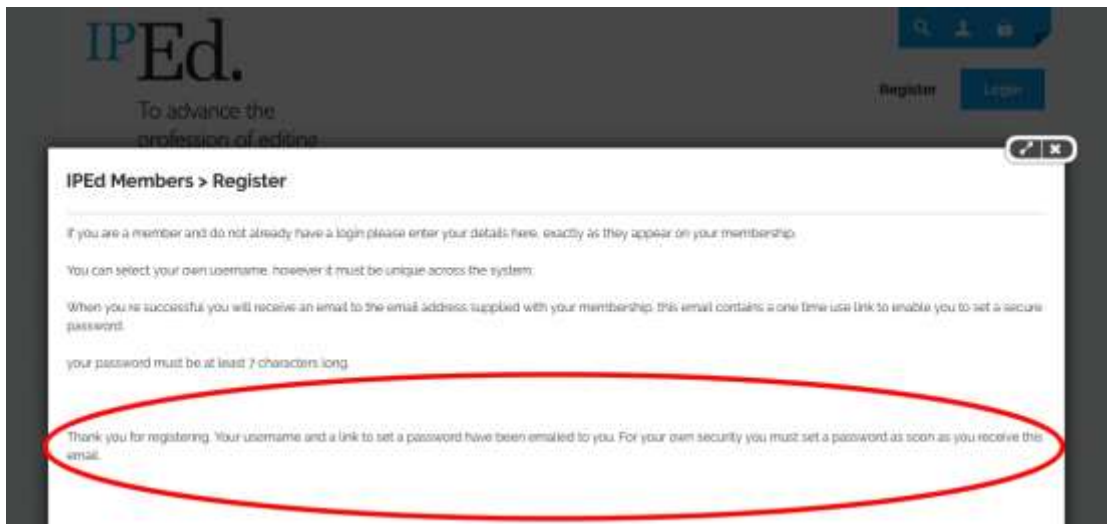


Figure 2

Wait for the email with your login details. (NB: it is important to keep your email address in your member record up-to-date, as it is used for all contact with you).

The email that you receive will look like this:

Dear Henry Hogwort,

We are pleased to advise that you have been added as a Registered User to IPEd Members. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [ipedmembers.memnet.com.au](http://ipedmembers.memnet.com.au)

Username: trowgoH

If you do not know, or cannot remember, your password, please go to

<http://ipedmembers.memnet.com.au/default.aspx?ctl>PasswordReset&resetToken=95e15999-c2e5-460d-9afb-6a6a5bbd2b92> to reset it.

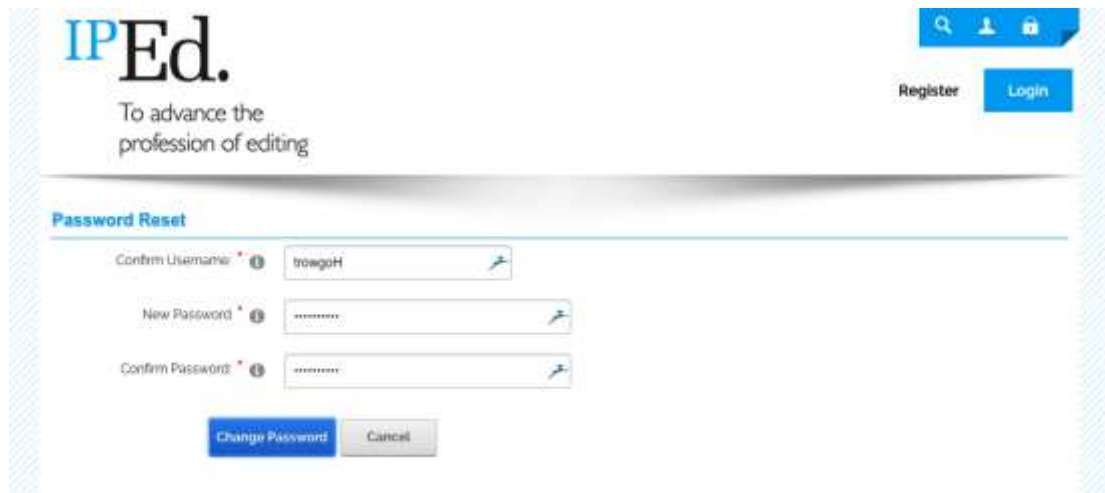
Thank you, we appreciate your support...

IPEd Members

When you click on the highlighted link, you will be taken to the page where you can set or reset your password. That page is always available. You access it by clicking the Reset Password button on the MemNet login page.

## Your portal username and password

This is the password reset screen:

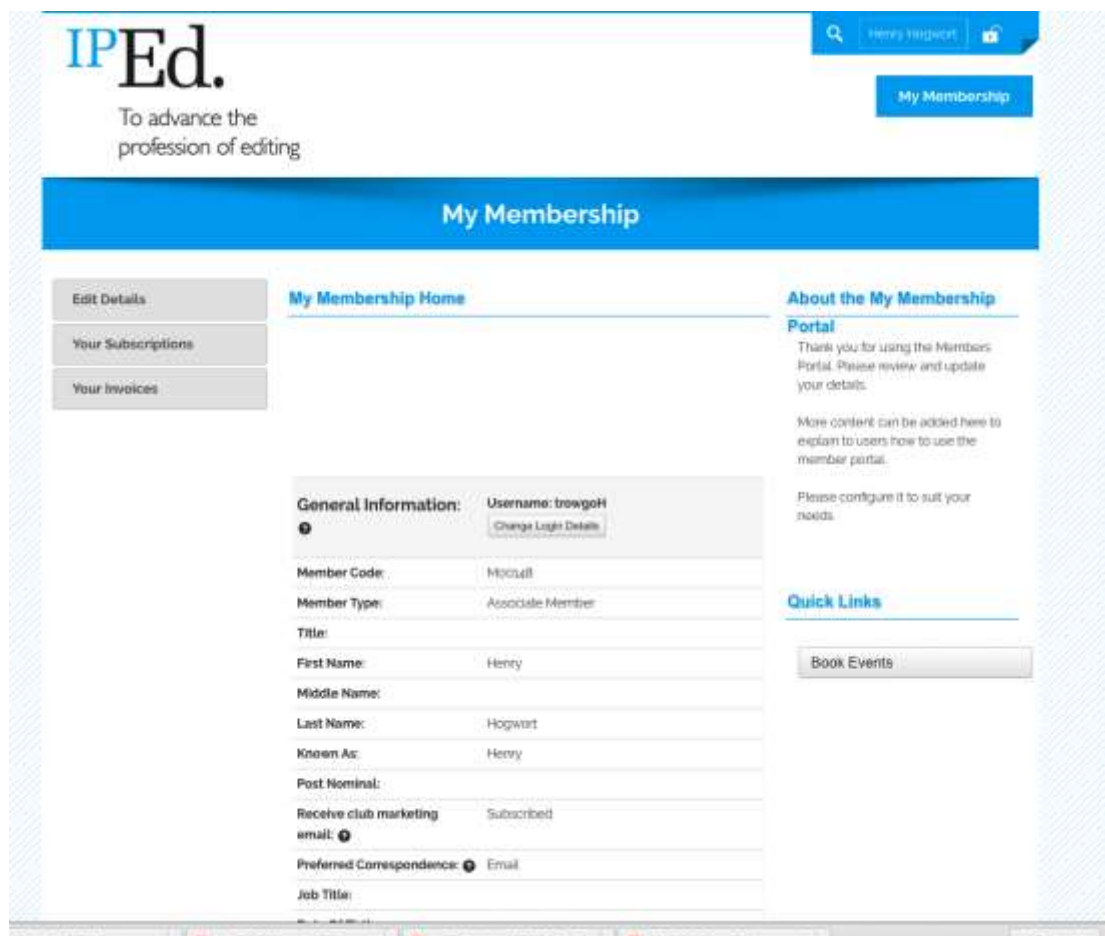


The screenshot shows the IPed website's password reset interface. At the top left is the IPed logo with the tagline "To advance the profession of editing". On the top right, there are search, user, and lock icons, along with "Register" and "Login" buttons. The main heading is "Password Reset". Below it are three input fields: "Confirm Username" with the value "trowgoH", "New Password" (masked with dots), and "Confirm Password" (also masked). At the bottom are "Change Password" and "Cancel" buttons.

After entering your username and then the new password twice, click the Change Password button.

## Your member portal home page

You will now see your member portal home screen, like this:



The screenshot shows the IPed "My Membership" portal. The top left features the IPed logo and tagline. The top right has search, user, and lock icons, and a "My Membership" button. A large blue banner reads "My Membership". On the left, there are buttons for "Edit Details", "Your Subscriptions", and "Your Invoices". The main content area is titled "My Membership Home" and contains a "General Information" section with the following details:

General Information:	Username: trowgoH
	<a href="#">Change Login Details</a>
Member Code:	M00241
Member Type:	Associate Member
Title:	
First Name:	Henry
Middle Name:	
Last Name:	Hogwart
Known As:	Henry
Post Nominal:	
Receive club marketing email:	<input checked="" type="checkbox"/> Subscribed
Preferred Correspondence:	<input checked="" type="radio"/> Email
Job Title:	

On the right, there is an "About the My Membership Portal" section with a "Portal" heading and text: "Thank you for using the Members Portal. Please review and update your details." Below this is a "Quick Links" section with a "Book Events" button.

In the menu on the left, there are buttons for editing you details, viewing your subscriptions and viewing your invoices. Here is an example of a member's My Invoices page:

You can

**IPed.** MEMNET

**\$ My Invoices** M00145 - Alice Somebody

Back

Click to view or pay your Invoices

Outstanding Balance **\$156.25** Show All Invoices

Document Code	Description	Amount Inc. Tax	Due Date	Paid Amount	Amount Owing	Pay Invoice
EXT00000006	Top-up IPed subscription fee	\$156.25	14/07/2016	\$0.00	\$156.25	<input checked="" type="checkbox"/> Invoice
<b>Total</b>		\$156.25		\$0.00	\$156.25	

Pay Now

You can download a copy of an invoice by clicking the blue button next to it, or select an invoice to pay by ticking the Pay Invoice button and clicking the Pay Now button.

Your Selection...

Item Description	Item Amount
EXT00000006	\$156.25
<b>Total AUD amount payable including Tax:</b>	<b>\$156.25</b>

Please Enter Your Card Details

All fields marked by \* are mandatory.

Card Type:\* Select Card Type

Card Number:\*

Expiry (mm/yy):\*

Name on Card:\*

eway® payments made easy!

Pay Now

Here you can pay the invoice online using a Visa or MasterCard credit or Debit card.