

Guide to Access Member Portal to Renew Membership

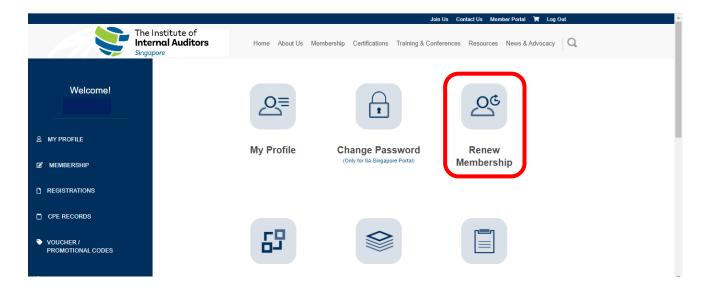
Step 1: Log in to your Member Portal

- Go to <u>iia.org.sg</u>.
- Click on Member Portal located on the top right-hand corner.

Step 2: Go to your Account

- Enter your username and password. The username is the email address that received the login email.
- After you have logged in, you should see the landing page. Click on Renew Membership.







Step 3: Renew your Membership

• Update your profile. Fields that are marked with asterisk (*) are mandatory.

			Join Us Contact Us Member Portal 🌹 Log Out 🚔
	he Institute of nternal Auditors	Home About Us Mem	bership Certifications Training & Conferences Resources News & Advocacy Q
Welcome!	Rene	w Membership	
Welcome:		Personal Details	
		Title (*)	Ms v
		Member Full Name	
MEMBERSHIP		Gender (*)	Female
REGISTRATIONS		Date of birth (*)	
CPE RECORDS		Organisation (*)	
VOUCHER / PROMOTIONAL CODES		Position (*)	

• Tick the checkbox to accept the statements. Then, click Next.

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	ne Institute of I ternal Auditors Igapore	Home About Us Membership Certifications Training & Conferences Resources News & Advocacy Q		
Welcome!		new Membership		
		. "The details furnished on the previous pages are true and correct to the best of my knowledge and belief and I undertake to inform you of any		
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REGISTRATIONS		I agree to and accept the above statement(s).		
CPE RECORDS				
VOUCHER / PROMOTIONAL CODES		<< Prev Next >>		



Step 4: Pay your Membership Fee

• You should see the page detailing your membership fee (inclusive of GST). Click on Continue.

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	Welcome!					Due Date : 01/07/2020	
			Me	ibership item		Т	tal
8 MYP	ROFILE			rdinary Member		\$310	.30
			Or	nary Member (Subscription)		\$310	.30
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	RECORDS						
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• Select one of the payment methods.

Pay Now (Credit Card)

Enter your credit card information. Click on Accept to proceed.

	Renew Membership		•
Welcome!	Promo Code		
	Payment Method	Pay Now (Credit Card) Pay Later (Invoice/Cheque/Fund Trails, //Paynow/Paylah)	
A MY PROFILE	Renewal Breakdown	\$310.30 (Subscription)	
C MEMBERSHIP	Due date	01/07/2020	
B REGISTRATIONS		To make your subscriptions payment, complete these details;	Insert credit card
	Card type	✓	_
CPE RECORDS	Credit card	Card number MM / YY CVC	information.
VOUCHER / PROMOTIONAL CODES	Amount due \$ (SGD)	310.30	
 PROFESSIONAL RESOURCES 		Please allow a few moments for the after pressing the Accept button, for the registration to be processed. Don't press the Back button on your browser or close this window till confirmation is received.	
		<< Prev Accept	•



Pay Later (Invoice/Cheque/Fund Transfer/PayNow/PayLah)

If you require an invoice, tick this option and click on Accept to proceed. The invoice will be sent to your Inbox for processing of payment.

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Welcome!	Renew Membership		
Welcome	Promo Code		
	Payment Method	O Pay Now (Credit Card)	
온 MY PROFILE		Pay Later (Invoice/Cheque/Fund Transfer/Paynow/Paylah)	
	Renewal Breakdown	\$310.30 (Subscription)	
MEMBERSHIP	Due date	01/07/2020	
	Due date		
REGISTRATIONS		To make your subscriptions payment, complete these details;	
	Amount due \$ (SGD)	310.30	
CPE RECORDS			
		Please allow a few moments for the after pressing the Accept button, for the registration to be processed. Don't press the Back button on your browser or close this window till	
VOUCHER /		confirmation is received.	
PROMOTIONAL CODES			
PROFESSIONAL		<< Prev Accept	
RESOURCES			

• You will receive a system-generated email in your Inbox to acknowledge the transaction after clicking on Accept.

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	Renew Membership
Welcome!	Thank you for renewing your membership online.
음 MY PROFILE	Your reference number is: S0000207 A confirmation email will be sent to you after we have verified your payment. Please contact us at finance@iia.org.sg upon payment made with the invoice no. quoted. Kindly provide us with screenshot of payment made for bank transfer/paylah/paynow option.
MEMBERSHIP	
B REGISTRATIONS	
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VOUCHER / PROMOTIONAL CODES	
PROFESSIONAL RESOURCES	