

## Guide to Access Member Portal to Renew Corporate Membership

# Step 1: Visit our website

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

## Step 2: Log in to your administrator account

• Enter your username and password. Use your email address that is registered with IIA Singapore.





## Step 3: Renew your nominees

- After you have logged in, you should see the landing page. Click on Renew Membership.
- Otherwise, click into Member Portal again to be directed to the landing page.





# Step 4: Update Profile

- Update the corporate profile. Fields that are marked with asterisk (\*) are mandatory
- Tick the checkbox to accept the statements. Then, click Next.

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# Step 5: Edit nominees

- You should see the page detailing your corporate membership fee (inclusive of group discount and GST). Click on Continue if you have no staff movement to update.
- If you have nominees to add or remove, click Edit.

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- Follow the instructions on the page to add or remove nominees. Click Return to Summary after finishing editing.
- Review the updated fees and click Continue.

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8	MY PROFILE		Corporate Member (3 - 3	staff) (Edit)					\$837.81
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### Step 6: Pay your corporate membership fee

• Select one of the payment methods.

#### Pay Now (Credit Card)

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

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

If you require an invoice to process payment in other modes i.e. invoice/cheque/fund transfer/paynow/paylah, 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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Welcomel	Renew Membership	
	Promo Code	
	Payment Method	O Pay Now (Credit Card)  Pay Later (Invoice/Cheque/Fund Transfer/Paynow/Paylah)
	Renewal Breakdown	\$310.30 (Subscription)
MEMBERSHIP	Due date	01/07/2020
REGISTRATIONS	Amount due \$ (SGD)	To make your subscriptions payment, complete these details;
📋 CPE RECORDS		Please allow a few moments for the after pressing the Accept button, for the registration to
VOUCHER /		be processed. Don't press the Back button on your browser or close this window till confirmation is received.
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• You will receive a system-generated email in your Inbox to acknowledge the transaction after clicking on Accept.

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Welcomel	Renew Membership
	Thank you for renewing your membership online. Your reference number is: \$0000008
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