

## Guide to Access Member Portal to Renew Corporate Membership

### Step 1: Visit our website

- Go to [iaa.org.sg](http://iaa.org.sg)
- Click on Member Portal located on the top right-hand corner.

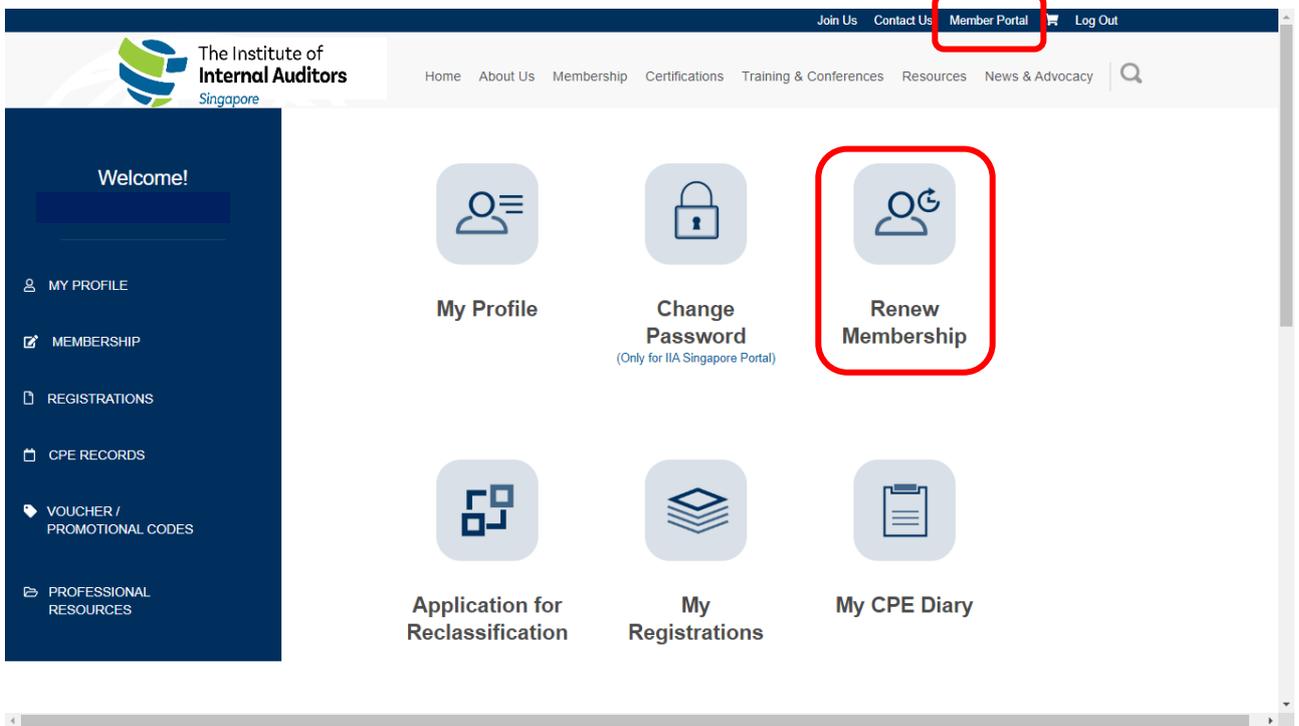
### Step 2: Log in to your administrator account

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



### Step 3: Renew your nominees

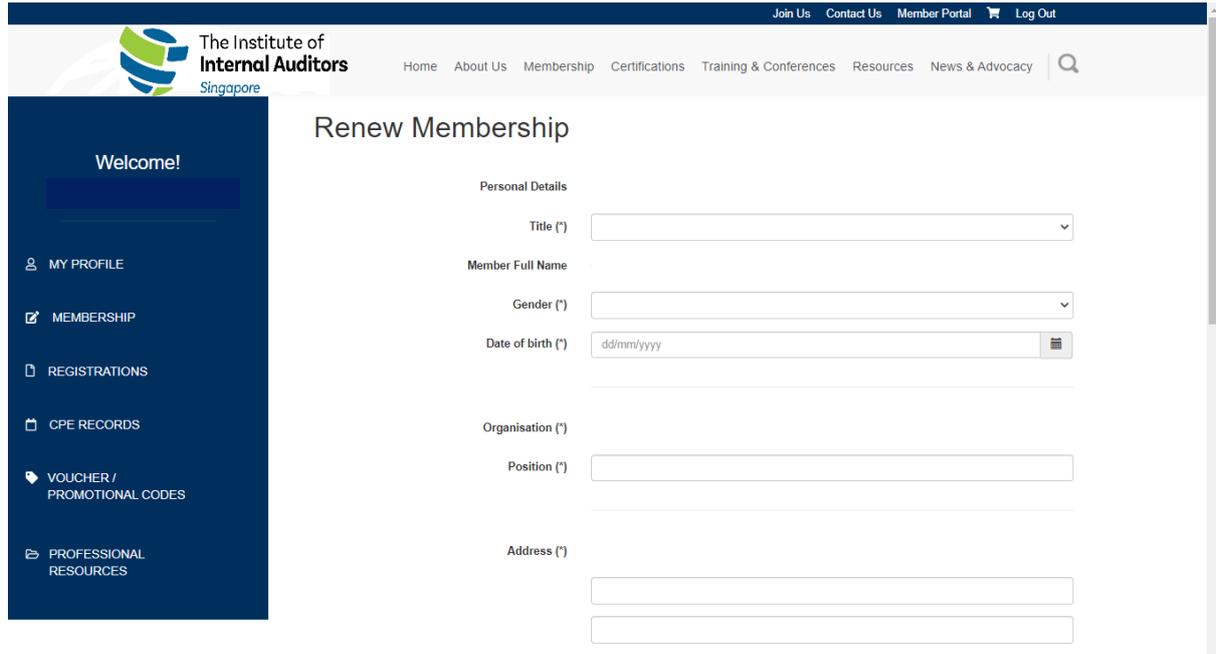
- After you have logged in, you should see the landing page. Click on Renew Membership.
- Otherwise, click into Member Portal again to be directed to the landing page.



The screenshot shows the Member Portal landing page. At the top, there is a navigation bar with links for "Join Us", "Contact Us", "Member Portal" (highlighted with a red box), and "Log Out". Below this is a secondary navigation bar with links for "Home", "About Us", "Membership", "Certifications", "Training & Conferences", "Resources", and "News & Advocacy". The main content area features a dark blue sidebar on the left with a "Welcome!" message and a list of menu items: "MY PROFILE", "MEMBERSHIP", "REGISTRATIONS", "CPE RECORDS", "VOUCHER / PROMOTIONAL CODES", and "PROFESSIONAL RESOURCES". The main content area displays six service tiles: "My Profile", "Change Password (Only for IIA Singapore Portal)", "Renew Membership" (highlighted with a red box), "Application for Reclassification", "My Registrations", and "My CPE Diary".

## 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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### Welcome!

- MY PROFILE
- MEMBERSHIP
- REGISTRATIONS
- CPE RECORDS
- VOUCHER / PROMOTIONAL CODES
- PROFESSIONAL RESOURCES

## Renew Membership

Personal Details

Title (\*)

Member Full Name

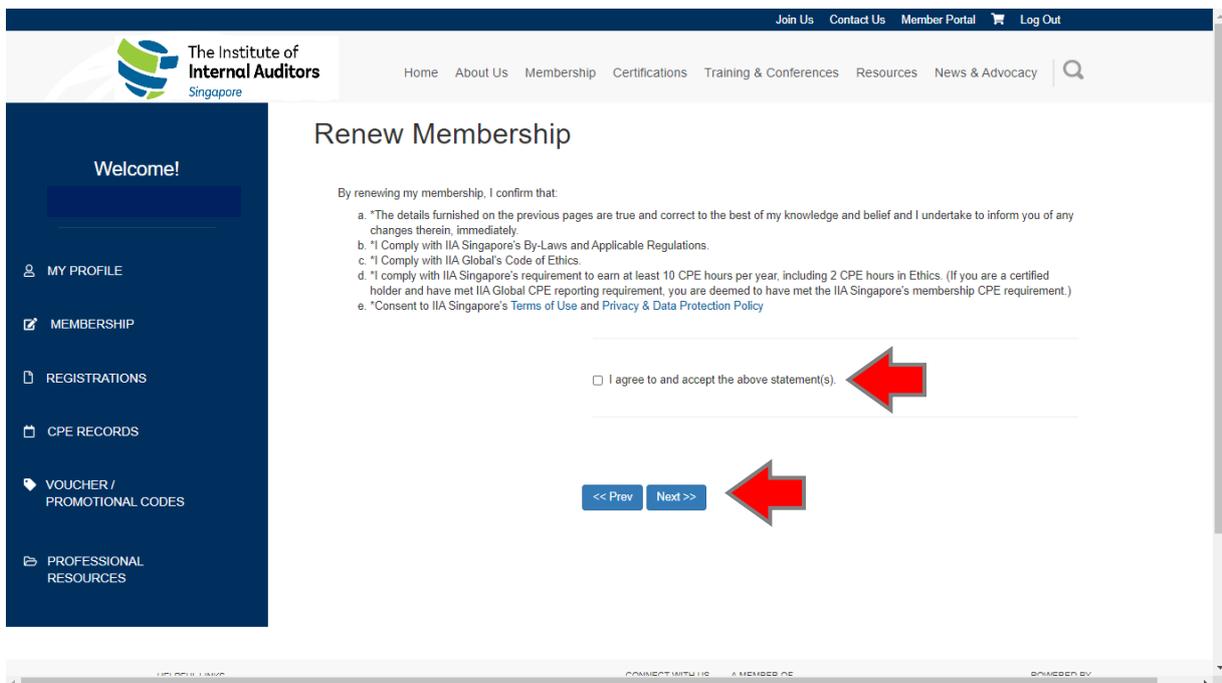
Gender (\*)

Date of birth (\*) dd/mm/yyyy

Organisation (\*)

Position (\*)

Address (\*)



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### Welcome!

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- PROFESSIONAL RESOURCES

## Renew Membership

By renewing my membership, I confirm that:

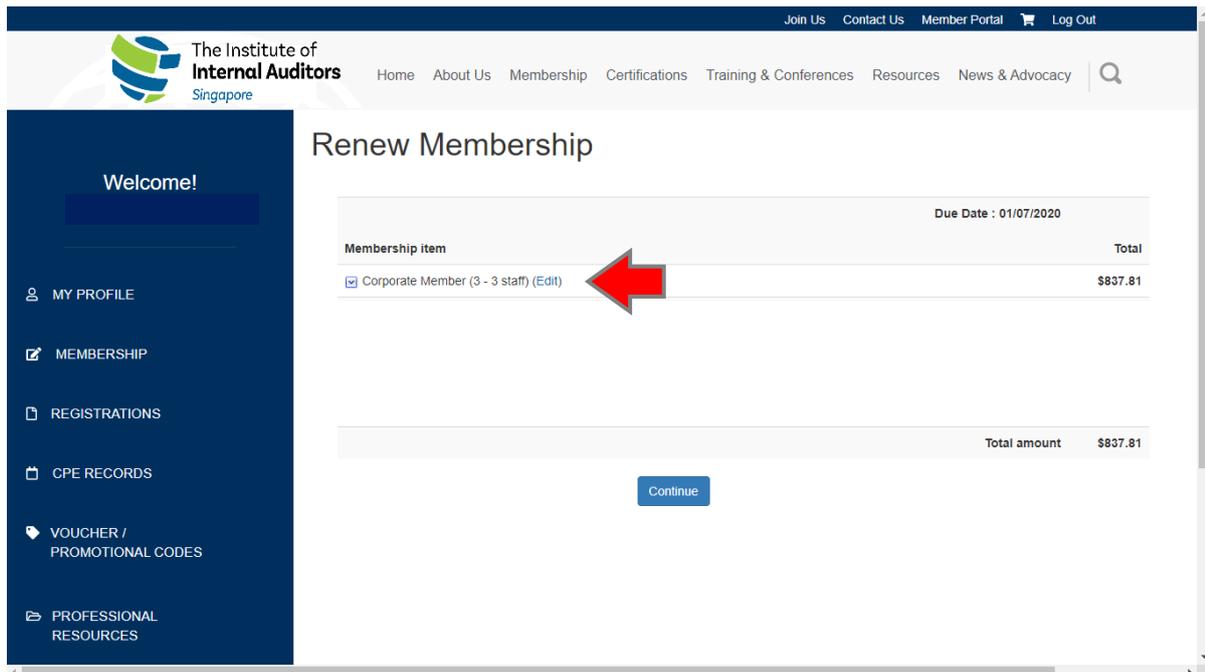
- The details furnished on the previous pages are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.
- I Comply with IIA Singapore's By-Laws and Applicable Regulations.
- I Comply with IIA Global's Code of Ethics.
- I comply with IIA Singapore's requirement to earn at least 10 CPE hours per year, including 2 CPE hours in Ethics. (If you are a certified holder and have met IIA Global CPE reporting requirement, you are deemed to have met the IIA Singapore's membership CPE requirement.)
- Consent to IIA Singapore's Terms of Use and Privacy & Data Protection Policy

I agree to and accept the above statement(s).

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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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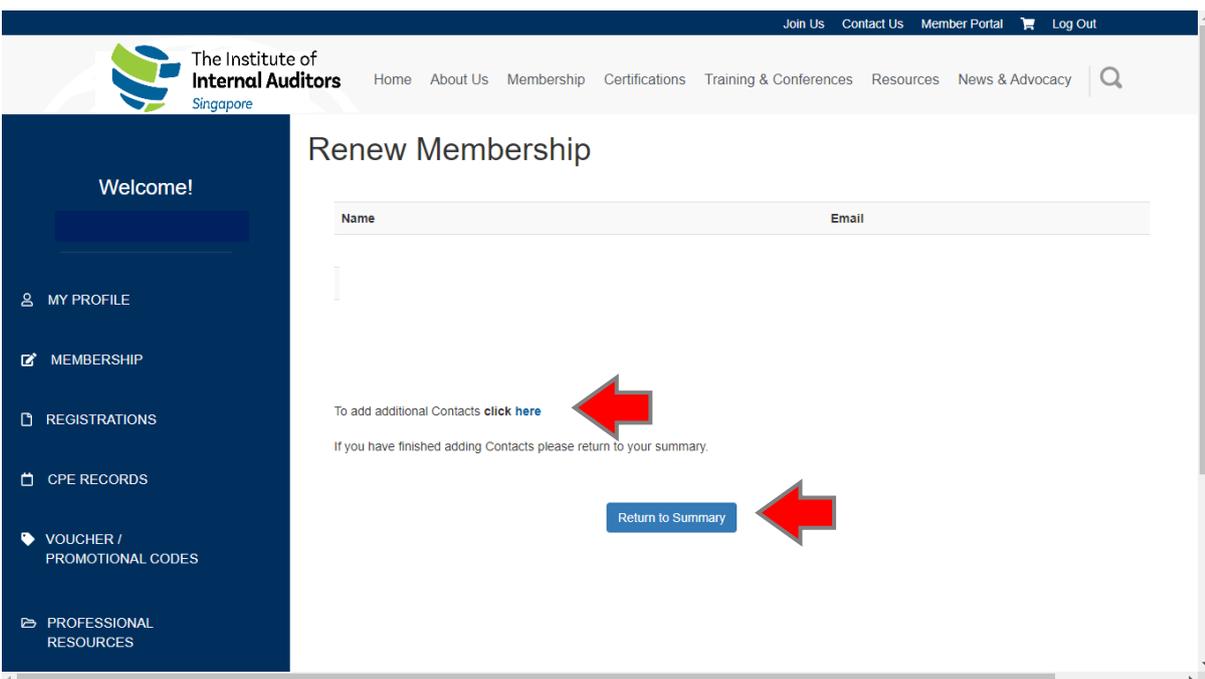
## Renew Membership

Due Date : 01/07/2020

| Membership item   | Total    |
|---|----------|
| <input checked="" type="checkbox"/> Corporate Member (3 - 3 staff) (Edit) | \$837.81 |

Total amount \$837.81

Continue



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### Welcome!

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## Renew Membership

Name Email

To add additional Contacts [click here](#)

If you have finished adding Contacts please return to your summary.

Return to Summary



- 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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## Welcome!

- MY PROFILE
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- PROFESSIONAL RESOURCES

### Renew Membership

Membership item

| Membership item   | Total           |
|---|-----------------|
| <input checked="" type="checkbox"/> Corporate Member (3 - 3 staff) (Edit) | \$837.81        |
| <b>Total amount</b>   | <b>\$837.81</b> |

Continue



## 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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## Renew Membership

Promo Code

Payment Method  Pay Now (Credit Card)  Pay Later (Invoice/Cheque/Fund Transfer/Paynow/Paylah)

Renewal Breakdown \$310.30 (Subscription)

Due date 01/07/2020

To make your subscriptions payment, complete these details;

Amount due \$ (SGD) 310.30

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



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

The screenshot shows a web browser window displaying the 'Renew Membership' page. At the top, there is a dark blue navigation bar with links for 'Join Us', 'Contact Us', 'Member Portal', and 'Log Out'. Below this is a light grey header with the Institute of Internal Auditors Singapore logo and a main navigation menu including 'Home', 'About Us', 'Membership', 'Certifications', 'Training & Conferences', 'Resources', and 'News & Advocacy'. A search icon is also present. The main content area has a dark blue sidebar on the left with a 'Welcome!' message and a list of menu items: 'MY PROFILE', 'MEMBERSHIP', 'REGISTRATIONS', 'CPE RECORDS', 'VOUCHER / PROMOTIONAL CODES', and 'PROFESSIONAL RESOURCES'. The main content area is titled 'Renew Membership' and contains the following text: 'Thank you for renewing your membership online.', 'Your reference number is: S0000008', and 'A confirmation email will be sent to you after we have verified your payment. Please contact us at finance@lia.org.sg upon payment made with the invoice no. quoted. Kindly provide us with screenshot of payment made for bank transfer/paylah/paynow option.'