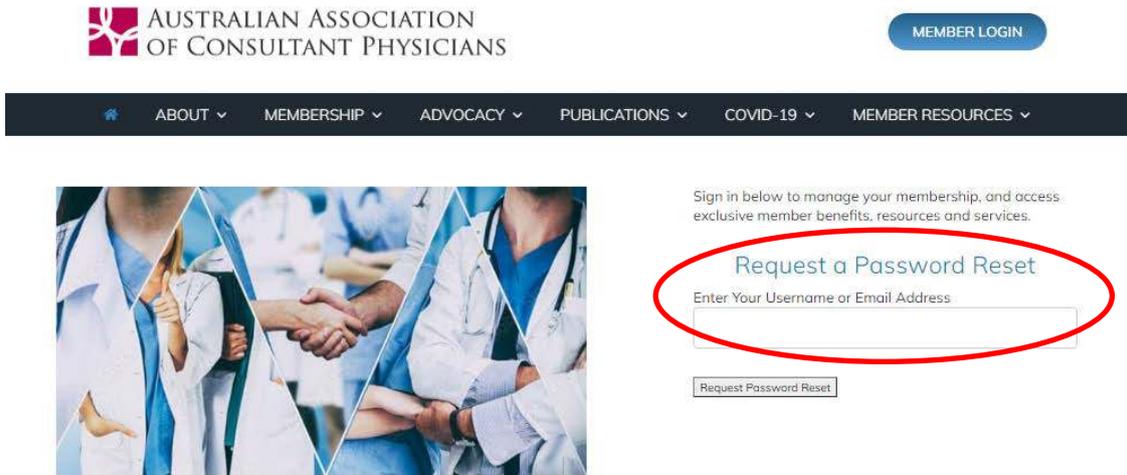# HOW TO REQUEST NEW PASSWORD & RENEW YOUR MEMBERSHIP:

Steps to request a new password

When you first login to the new website members are required to reset their password to enter your record into the new system.

1. Go to the Password Reset page: https://aacp.org.au/login/?action=forgot_password

2. Enter your Username, which is your **email address** on your membership record and click on the **Request Password Reset** button.

   If you have changed your email, or your username is not working, please contact the Secretariat.

3. Check your inbox (and junk folder) and follow the link in the email to create a new password.

Renewal instructions following.

Steps to renew your membership

The new system allows you to pay your subscription as a once off payment, or as an automatic annual payment with a credit or debit card.

1. To renew online click on the link to either renew for one year or to create a recurring renewal. This will prompt you to login. Once logged in your renewal form will prepopulate with your membership details.

   Renewal - One Year Only
   https://aacp.org.au/annual-membership-of-aacp-renewal-one-year-only

   Renewal - Recurring Annually
   https://aacp.org.au/annual-membership-of-aacp-renewal

2. Review your membership details and make any changes required.

   Note: If you need to change your email address, which is also your username, please contact the Secretariat so we can change your username on the membership database.

3. If you have a discount/coupon code click on '**Have a coupon**?' and a box will display for you to enter the code for the discount to apply.

4. Choose your preferred payment method and complete your payment.

How to view your membership record, update your details, and download your receipt

Login using your email/username and password and click on the Member Resources tab

Then click on 'Your Member Details'

If you need further assistance to renew your AACP membership please email secretariat@aacp.org.au or call the Secretariat on 02 9810 0061.