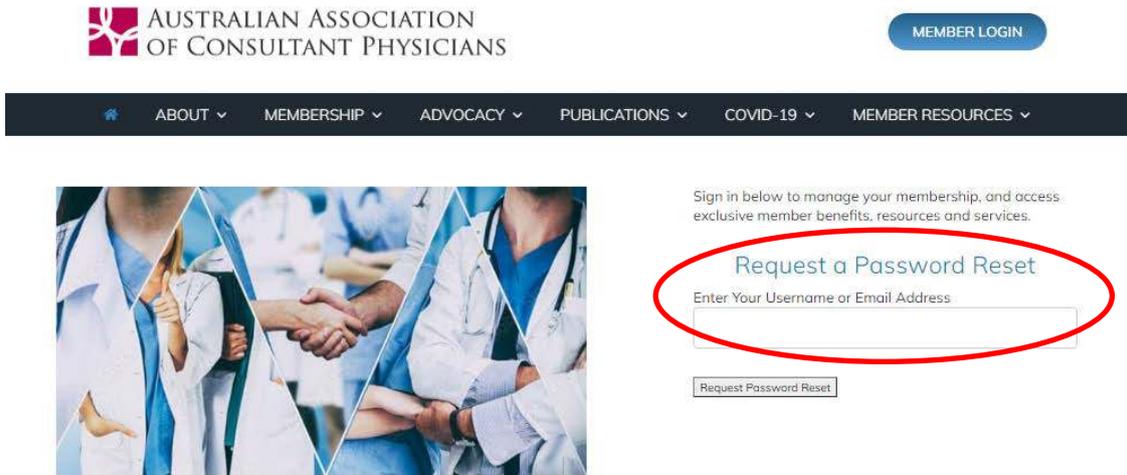


## HOW TO REQUEST NEW PASSWORD & RENEW YOUR MEMBERSHIP:

### 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](https://aacp.org.au/login/?action=forgot_password)



Australian Association of Consultant Physicians

MEMBER LOGIN

ABOUT ▾ MEMBERSHIP ▾ ADVOCACY ▾ PUBLICATIONS ▾ COVID-19 ▾ MEMBER RESOURCES ▾

Sign in below to manage your membership, and access exclusive member benefits, resources and services.

**Request a Password Reset**

Enter Your Username or Email Address:

Request Password Reset

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.



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MEMBER LOGIN

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Sign in below to manage your membership, and access exclusive member benefits, resources and services.

**Enter your new password**

Password:

Password Confirmation:

Password Strength

Update 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>

AUSTRALIAN ASSOCIATION OF CONSULTANT PHYSICIANS

MEMBER LOGIN

ABOUT MEMBERSHIP ADVOCACY PUBLICATIONS COVID-19 MEMBER RESOURCES

To renew your AACP Membership:

You can choose whether you wish to pay for one year only, or set up an automatic renewal. Just click on your preferred option:

RENEWAL - ONE YEAR

RENEWAL - RECURRING ANNUALLY

We offer payment by Credit Card, Paypal or BPAY (one year)

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.

Have a coupon?

DESCRIPTION	AMOUNT
Membership subscription - one year only - Initial Payment	\$359.09
SUB-TOTAL	\$359.09
10% GST	\$35.91
TOTAL	\$395.00

### Select Payment Method



Credit Card (via Stripe)  PayPal  BPAY

Name on the card:\*

Credit Card:\*

Sign Up

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'

The screenshot displays the AACP Member Portal. At the top, the AACP logo and name are visible. A navigation bar contains several tabs: ABOUT, MEMBERSHIP, ADVOCACY, PUBLICATIONS, COVID-19, and MEMBER RESOURCES. The MEMBER RESOURCES tab is circled in red. Below the navigation bar, the text 'WELCOME TO THE AACP MEMBER PORTAL' is displayed. The main content area features several cards. The first card, 'Your Member Details', is circled in red and contains the text: 'You can update your member details, change your password, check your subscription and record of payments. Go to your account'. Other cards include 'From the President Newsletter', 'Coviu Member Offer', 'Telehealth Tips', 'MBS items 132 and 133', and 'Position Papers'.

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