

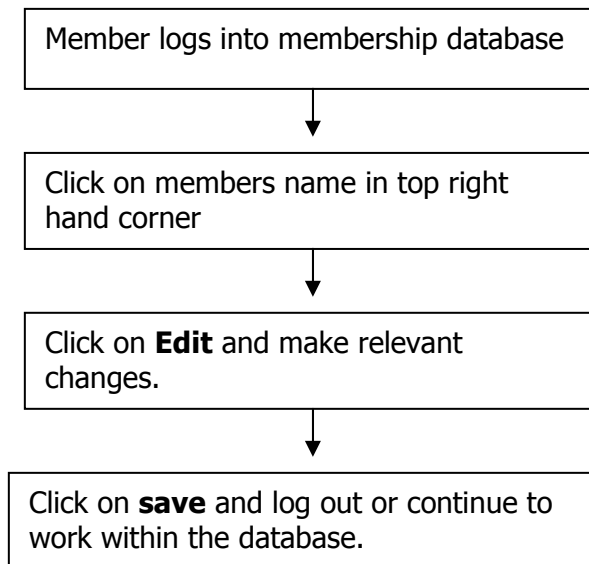
userguide... TEFMAmembershipdirectory

General information on the use of the directory can be obtained via the red help button located on the top right hand corner near your user name.

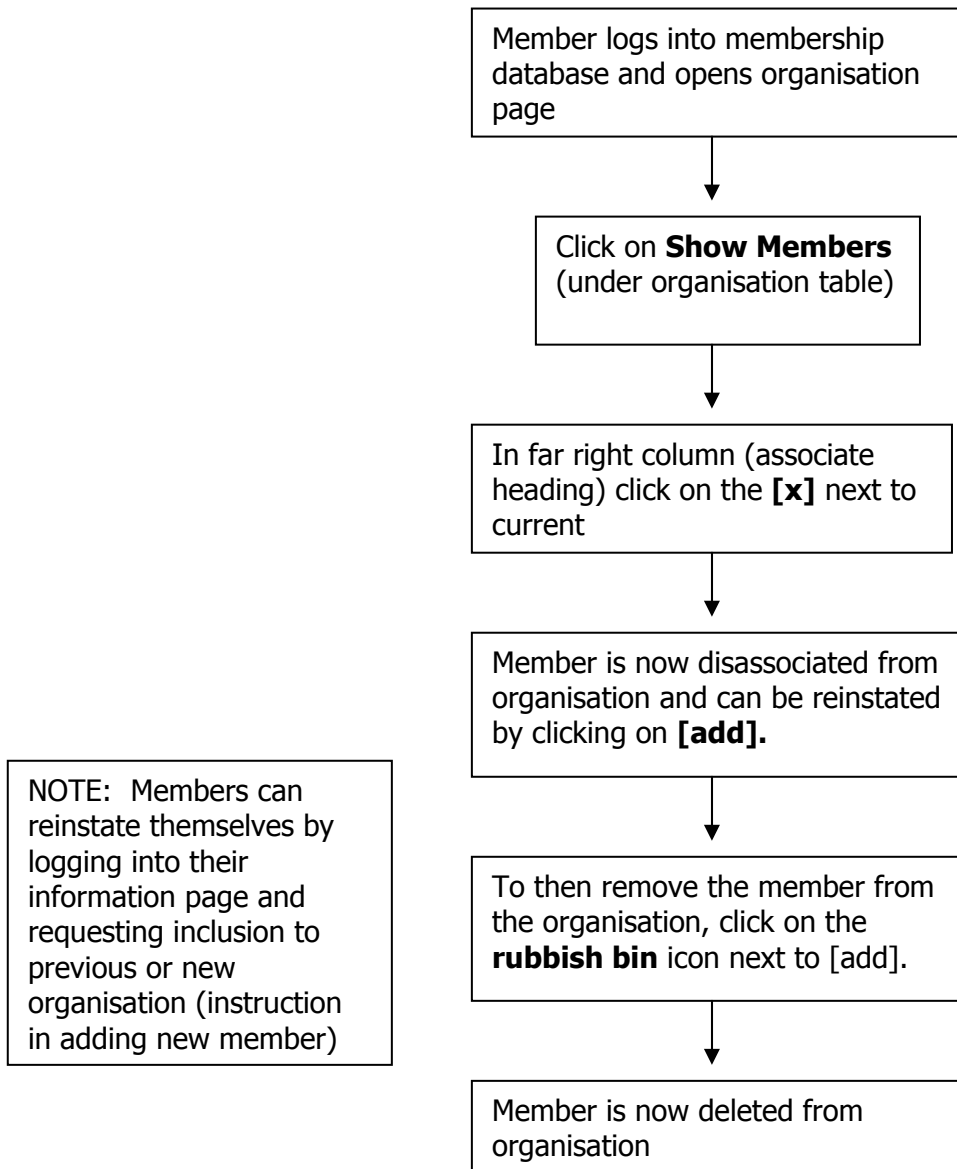
Below are a number of flow charts to assist in:

- Changing Details – page 1
- Deleting / Dissociating a Member – page 2
- Adding New Member – page 3
- Accepting / Rejecting New Member Application – page 4
- Making payment – page 5

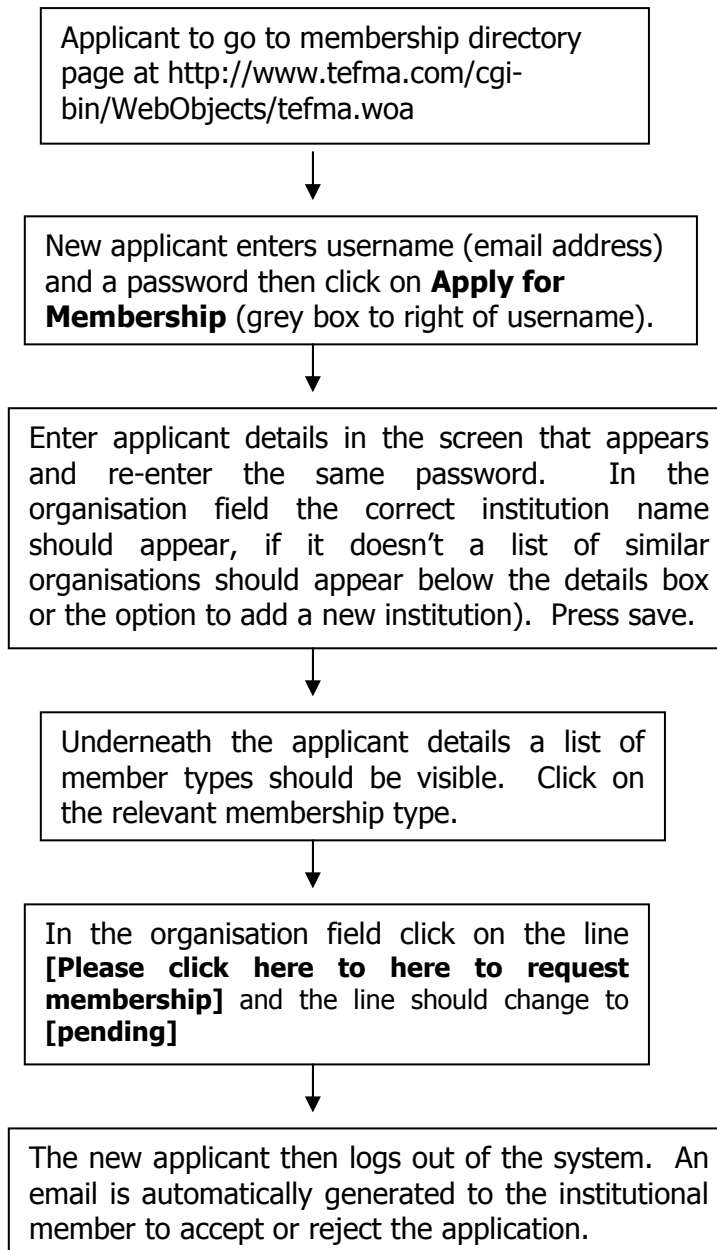
Changing Details (members updating their own details)



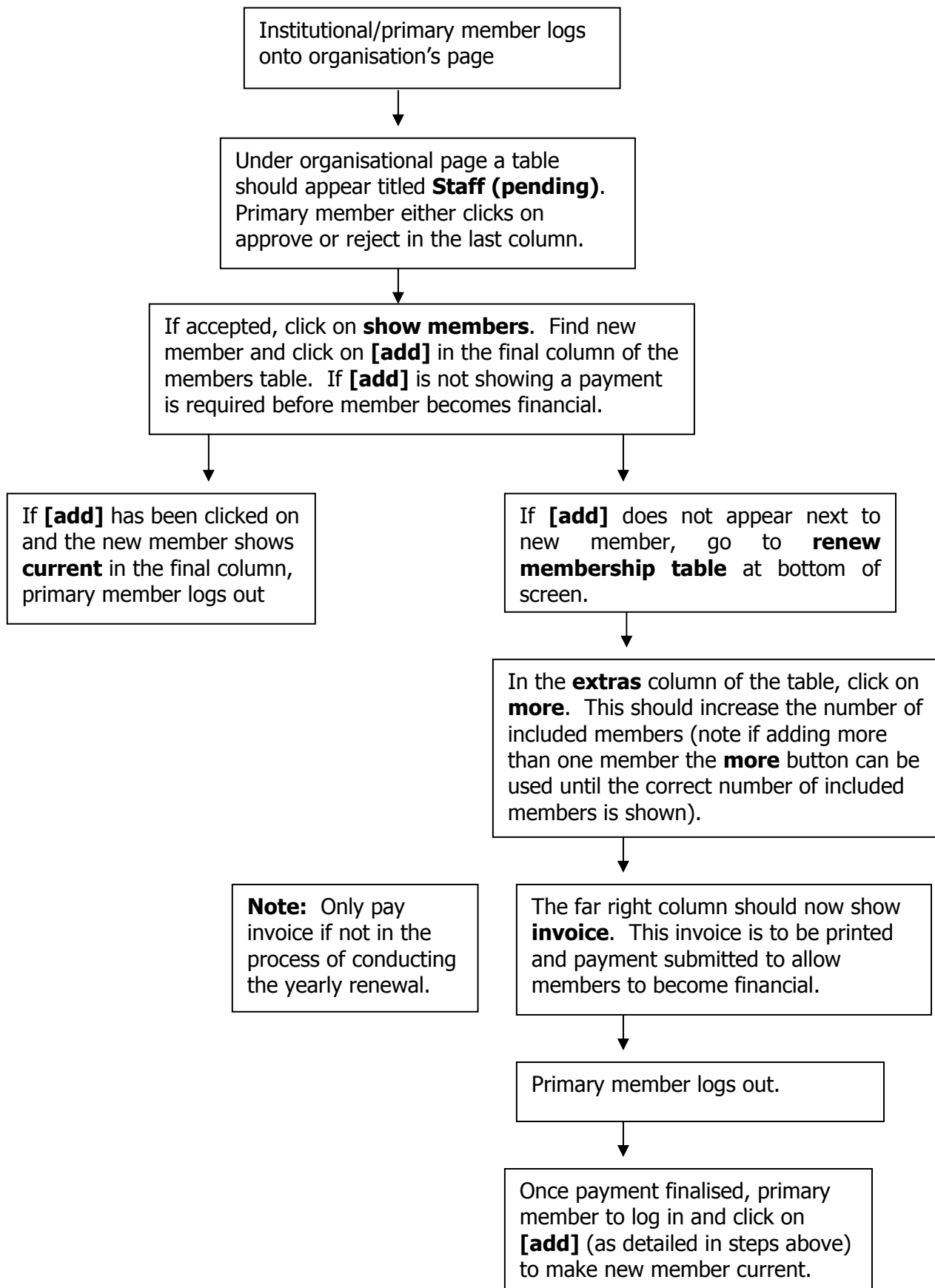
Deleting / Dissociating a Member



Adding a New Member



Accepting / Rejecting New Member Application



Making Payment

Important Note: Prior to commencing this process make sure addition of new members or deletion of old members has taken place. Instructions for this process are located in the relevant flow chart in this guide.

Primary contact to log in and go to organisational page.
- Either search by organisation search or
- Click on user name (top right hand corner), then click on organisation in the user page

Go to **Years of Membership** table at bottom of screen and click on **Renew Membership** (located at the top of the table) for the relevant years.

Note: In the members list;
• **current** means current member
• **add** means member to be added to list
• **blank** next to name means not enough associates added in the membership table

Check the number of current members and either click on **more** or **fewer** to achieve the correct numbers.

Once correct membership numbers entered, click on **invoice** in far right column. Once an invoice number appears, click on the number to open and print the invoice for payment.

Primary contact logs out

Once payment processed, primary contact receives an email advising a receipt has been generated.

Primary contact logs in and proceeds to the years of membership table (as detailed above) and receipt can be opened and printed.