

Renewing your membership

Do you have any change of details?

YES?

It's best to update your profile now before proceeding to the next steps.
Please refer to the [Updating your profile](#) website guide if unsure what to do.
And if you need further help, please email isnsw@surveyors.org.au

NO?

Please go ahead to the next set of instructions

Go to

<https://www.surveyors.org.au>

and log in

member login

Need help with your login/password?

Please use your email address as the login.

Please refer to the [\(Re\)setting your password](#) website guide if you don't know your password.

If you need further help, email isnsw@surveyors.org.au.

Once logged in,
On the menu, select **MEMBERSHIP/CPD**
then **ISNSW Members Only**



ISNSW Members Only

- Join ISNSW
- MyCPD Log In
- CPD Requirements & Assessments
- ISNSW Members Only**



When the page loads,
select **View your ISNSW member profile**

Your ISNSW Member Profile

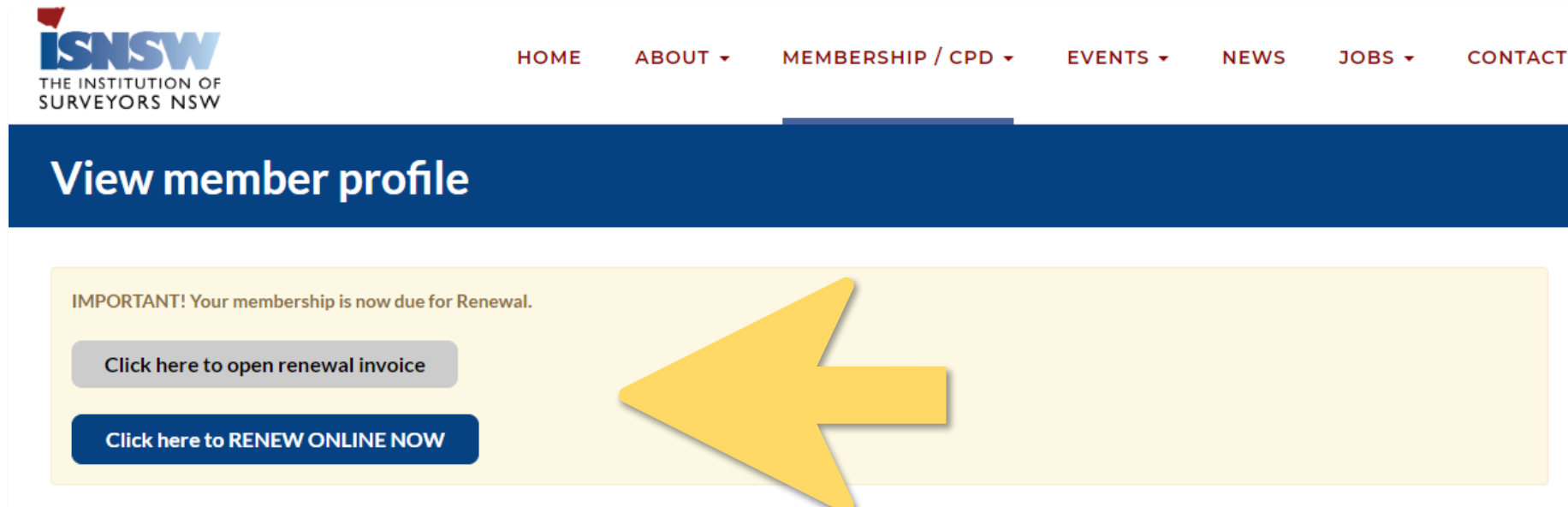
You must be logged in as a member to access the links below.

[View your ISNSW member profile](#)



After the page loads, you should see the below links.

If the links are not appearing for you, please email isnsw@surveyors.org.au



The screenshot shows the ISNSW website header with navigation links: HOME, ABOUT, MEMBERSHIP / CPD, EVENTS, NEWS, JOBS, and CONTACT. Below the header is a dark blue banner with the text "View member profile". Underneath is a yellow notification box with the text "IMPORTANT! Your membership is now due for Renewal." and two buttons: "Click here to open renewal invoice" and "Click here to RENEW ONLINE NOW". A large yellow arrow points from the right towards the "Click here to RENEW ONLINE NOW" button.

Please read the next set of instructions carefully to ensure this process goes smoothly.

Please **check the Invoice** by clicking on the first link.

Click here to open renewal invoice

If you have any queries about the Invoice,
please email isnsw@surveyors.org.au immediately
before proceeding to the next step.

After you have checked the Invoice,
please click the second link to proceed with your renewal.

[Click here to RENEW ONLINE NOW](#)

You should see the below form.
Please confirm and/or fill out your details as required.

ISNSW THE INSTITUTION OF SURVEYORS NSW

HOME ABOUT MEMBERSHIP / CPD EVENTS NEWS JOBS CONTACT

Membership Renewal for period: 2020-2021

Member #: [REDACTED]

Please check details and ensure they are up to date. Your profile will be updated automatically when renewal is submitted.

Membership Type [REDACTED] (You may only)

Join Date [REDACTED]

Name [REDACTED]

Contact Details

Home Phone [REDACTED]

Work Phone [REDACTED]

Mobile Phone [REDACTED]

Fax [REDACTED]

Email Address [REDACTED]

Send correspondence to this address

Secondary Email [REDACTED]

Send correspondence to this address

Primary Address [REDACTED] Home Address
This is your mailing address. Print mail is sent to this address.

Addresses: Home Address Work Address

Address 1 [REDACTED]

[REDACTED]

Suburb / Town [REDACTED]

Postcode [REDACTED]

State [REDACTED]

Country [REDACTED]

Altimath magazine delivery preference Printed and electronic copies Electronic copy only

When you get to the payment section below...

The screenshot shows a payment form with the following fields and elements:

- Discount Code:
- Membership Fee: \$ (inc. GST)
- Total Payable: \$ (inc. GST) (highlighted in yellow)
- Payment Method: Credit Card (dropdown menu)
- Card Type: Visa Mastercard
- Name on Card:
- Card Number:
- Card Expiry: MM / YY (dropdown menus)
- Submit and Process Membership Renewal (button)
- Do not double click the submit button. Processing may take up to 30 seconds if paying by Credit Card (small text below the button)

Check the amount.

This should be the same amount as the Invoice.

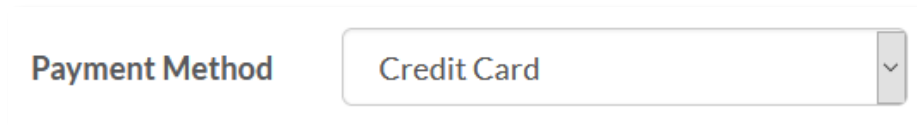
Total Payable:

Making payment using Credit Card?

Yes? - Please see below

No? - Skip to the bank transfer/cheque payment section of the guide

1) Make sure the **Payment Method** is set to **Credit Card**



Payment Method

2) Fill out the rest of the form as required



Card Type Visa Mastercard

Name on Card

Card Number

Card Expiry /

3) Click the **Submit** button only ONCE

Submit and Process Membership Renewal

Do not double click the submit button. Processing may take up to 30 seconds if paying by Credit Card

You should see a payment confirmation message appear on the screen and also receive an emailed payment confirmation.

Encounter any issues?

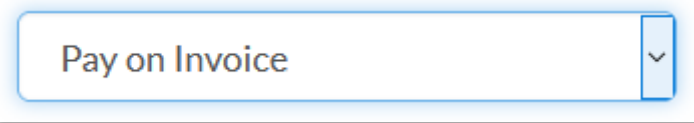
Please take a screenshot if possible and email the details to isnsw@surveyors.org.au so we can help you troubleshoot

Making payment using bank transfer/cheque?

Yes? - Please see below

No? – Go back to the CREDIT CARD payment section of the guide

1) Make sure the **Payment Method** is set **Pay on Invoice**

A screenshot of a web form element, specifically a dropdown menu. The menu is open, showing the selected option 'Pay on Invoice' in a light blue font. The dropdown arrow is visible on the right side of the menu box.

2) Then, click the **Submit** button only ONCE

Submit and Process Membership Renewal

Do not double click the submit button. Processing may take up to 30 seconds if paying by Credit Card

You should see the below message on your screen...

✓ Thank You. Your Membership renewal has been processed PENDING CHEQUE PAYMENT. ×

Thank you for your support and for your interest in renewing your ISNSW membership! We look forward to providing you with our best service.

Need help? [Click here to contact ISNSW.](#)

(14 days to pay for pending invoices)

[CLICK HERE TO DOWNLOAD AND SAVE YOUR INVOICE.](#)

1) Download the Invoice using the link on screen.

You should also receive an email with a link to the Invoice.

2) Follow the Instructions on the Invoice to make payment

3) Then email isnsw@surveyors.org.au,

a) with the **remittance**

OR

b) to let us know a **cheque** has been sent

Encounter any issues?

Please take a screenshot if possible

and email the details to isnsw@surveyors.org.au

so we can help you troubleshoot

THANK YOU

for your continued support of the

