

Task Card

Edit Member Information

By registering online, members are able to :

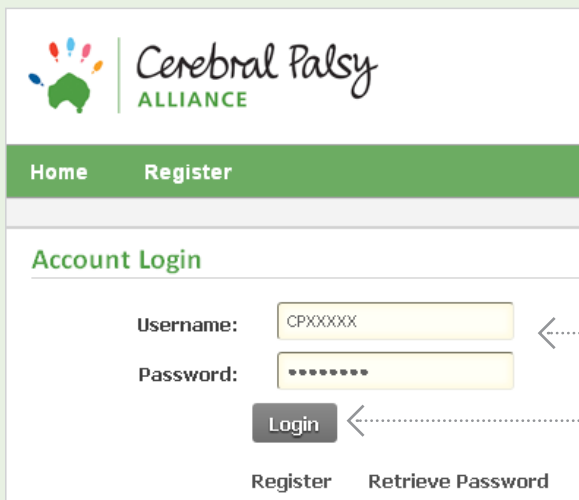
- Access any time
- View their membership information online
- Edit information via the website
- Instantly see changes reflected on the website

To View Personal Information

1

Navigate to Membership Portal
members.cerebralpalsy.org.au/Login.aspx

2

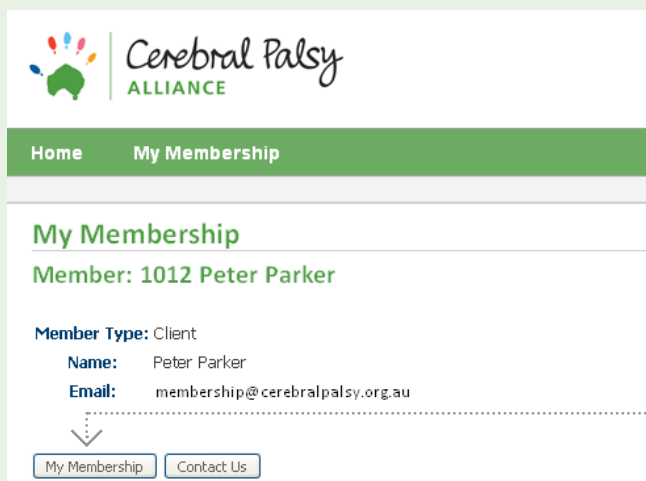


The screenshot shows the Cerebral Palsy Alliance website header with the logo and navigation links for Home and Register. Below the header is the 'Account Login' section. It contains a Username field with the text 'CPXXXXX', a Password field with masked characters, a Login button, and links for Register and Retrieve Password.

Enter User Name and Password
(User name starts with CPXXXXX)

Click Login

3



The screenshot shows the 'My Membership' page on the Cerebral Palsy Alliance website. The header includes Home and My Membership links. The main content area displays 'My Membership' and 'Member: 1012 Peter Parker'. Below this, it lists 'Member Type: Client', 'Name: Peter Parker', and 'Email: membership@cerebralpalsy.org.au'. At the bottom, there are buttons for 'My Membership' and 'Contact Us'.

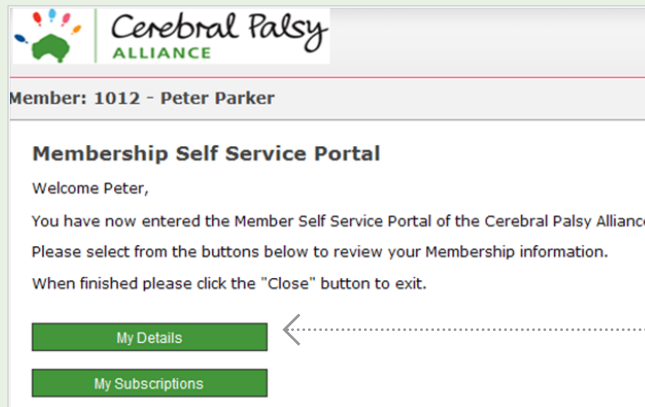
From My Membership page

Click My Membership button

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Edit Member Information (cont.)

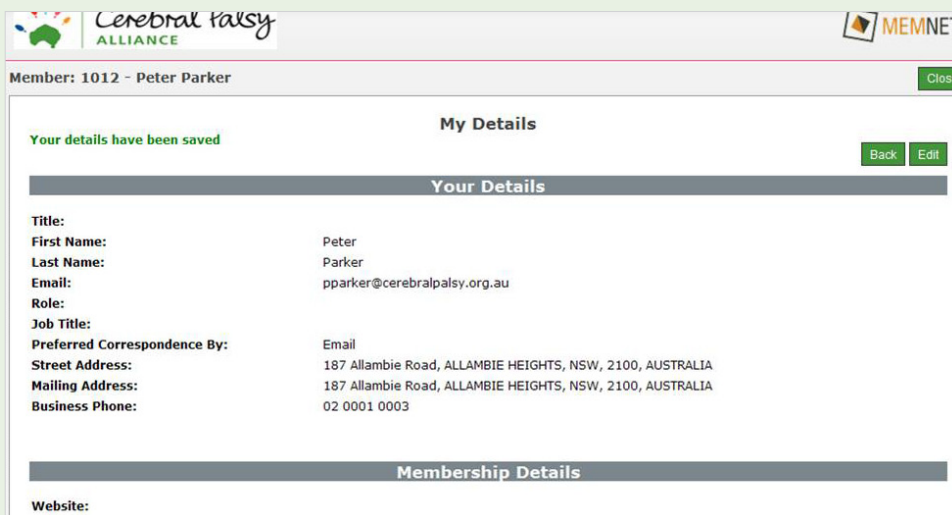
4



Opens Membership Self-Service Portal

Click My Details to view / edit membership information

5



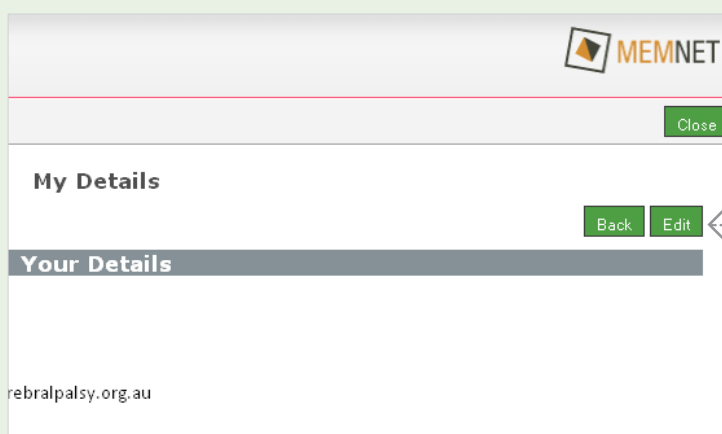
Displays Personal Information such as name, email, postal address, phone numbers

To Edit Personal Information

6

Repeat Steps 1 – 5 above

7



Click Edit in the My Details Page

Task Card

Edit Member Information (cont.)

8

Member: 1012 - Peter Parker Close

Edit My Details Cancel Save

Your Details

Title:

First Name: Peter

Last Name: Parker

Email:

Role:

Job Title:

Preferred Correspondence By:

Is the address an Australian Address? Yes No * These addresses are the Membership addresses

Street Address:

City:

State:

Postcode:

Country: AUSTRALIA

Postal Address same as Street Address

Business (preferred):

Make any necessary changes
e.g. postal address,
phone number

9

Member: 1012 - Peter Parker Close

Edit My Details Cancel Save

Your Details

Title:

First Name: Peter

Last Name: Parker

Click Save to Save changes

10

Member: 1012 - Peter Parker Close

Edit My Details Cancel Save

Your Details

Title:

First Name: Peter

Last Name: Parker

Email:

Click Close to save and return
to My Details Page

11

Changes are saved directly to the Membership Database and an email is sent to Cerebral Palsy Alliance advising of the change.