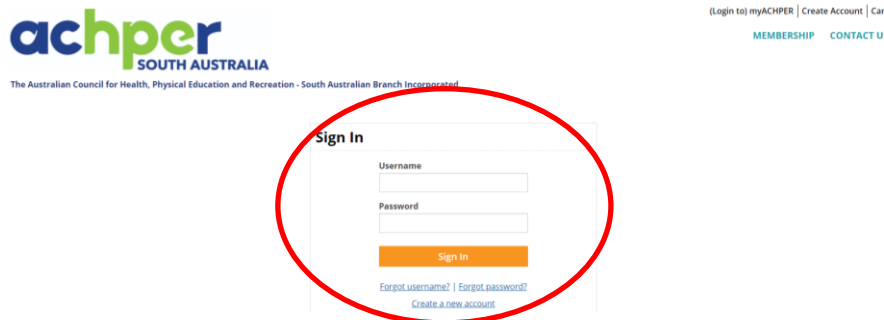


## How To Renew Your ACHPER SA Membership

1. [CLICK HERE](#) or: on the Member Portal, click '(Login to) myACHPER'



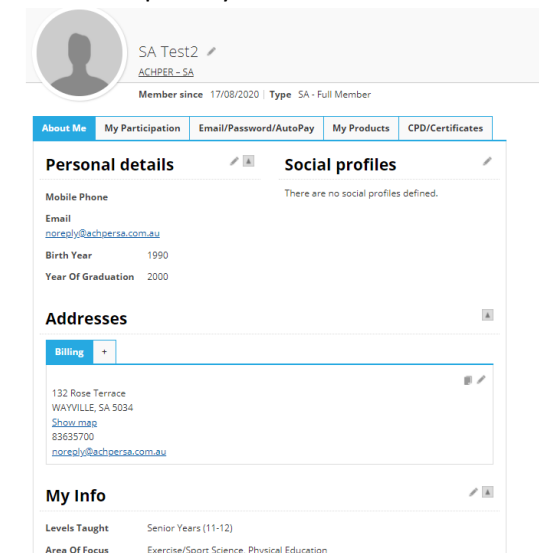
2. Sign in by entering your Username and Password. Your username is the email address your membership is signed up with. Click 'Forgot Password' if you need to reset your password (if you haven't accessed your member portal before, you will need to click 'Forgot Password' to create a password). Please note the reset username/password emails are automatically sent from [achper@achper.vic.edu.au](mailto:achper@achper.vic.edu.au).



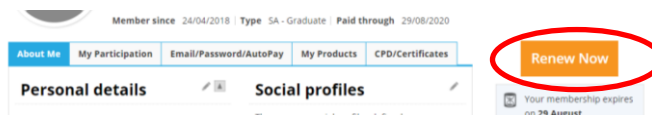
3. Once signed in, click 'My Account' at the top of the page.



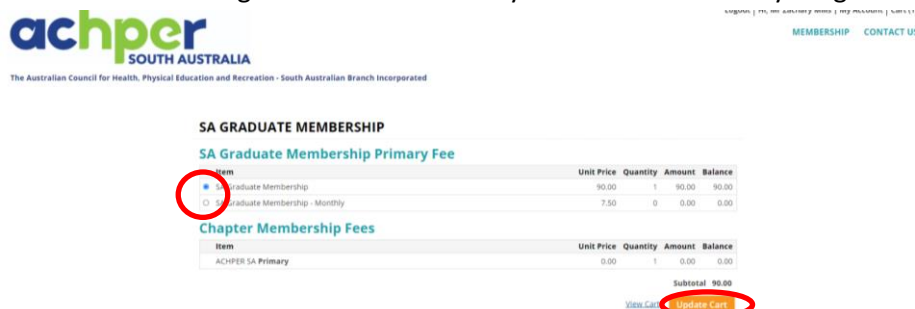
4. Check your name, school, email address, phone number and levels taught information is up to date. If you would like to update any information, click the corresponding pencil to edit – make sure you click save on the areas you have updated! You can update your email address under the 'Email/Password/AutoPay' tab.



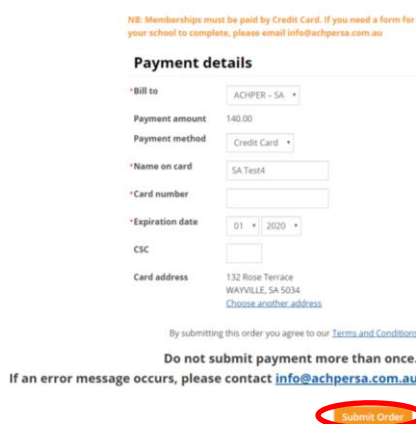
5. Click the orange 'Renew Now' button.



6. Select how you would like to pay for your membership – either yearly or monthly. Click 'Add to Cart', then click 'Proceed to Checkout'. Note: Ignore the word Primary – it doesn't mean anything

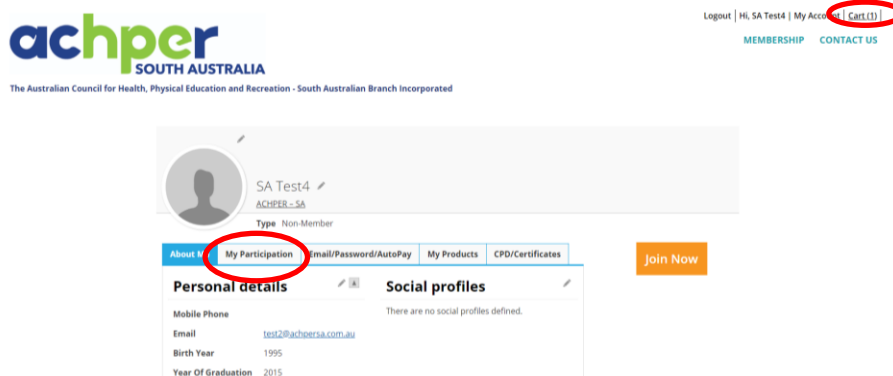


7. Scroll down to payment details, enter them in and then click 'Submit Order'.



8. Your membership renewal is complete if you get to the Order Confirmation screen. You will automatically receive an email from ACHPER with the subject: Order Balance.

NOTE: If you exit the membership process before you have paid and received confirmation, you can re-access by clicking 'Cart' in the top right corner. If there is nothing in your cart, click 'My Account' then 'My Participation' to access the invoice.



We hope this assists. Thank you for your support of ACHPER.

**CONTACT ACHPER SA**

PLEASE DO NOT HESITATE TO CONTACT US IF YOU HAVE ANY QUERIES/DIFFICULTIES.

[info@achpersa.com.au](mailto:info@achpersa.com.au)

(08) 8363 5700