

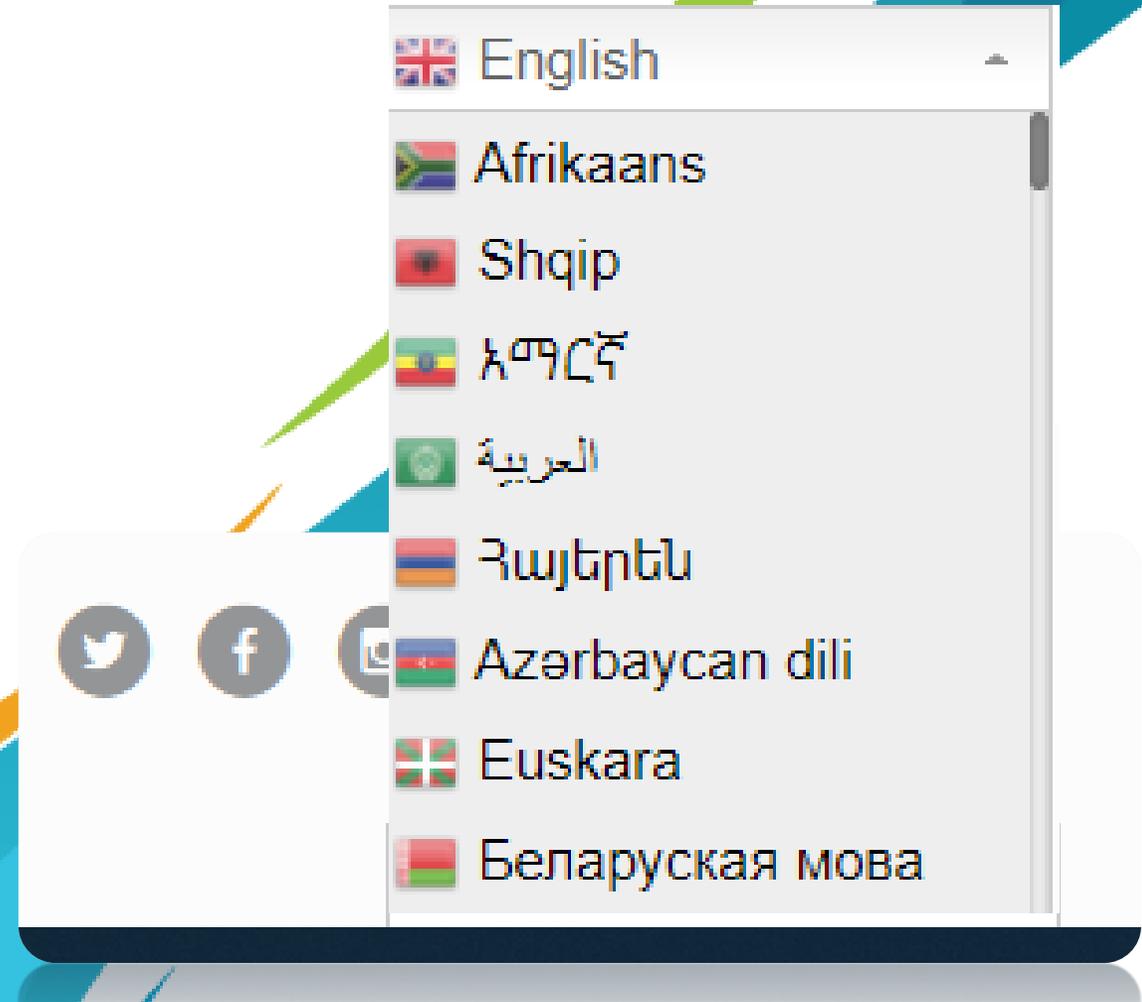
ISPRM MEMBERSHIP REGISTRATION STEP-BY-STEP GUIDE



**NATIONAL
SOCIETIES**



Note: If you need it, you can change almost any text on our website, including the membership forms into your language! **Click on our translator at the bottom of each page.**



How does a National Society have access to the ISPRM online membership platform?

In order to allow each National Society to have one access (username) that never changes, we created a unique email address which your representative/main contact person can use to log-in to your **ISPRM profile** at isprm.org as well as access all our notifications/important communications in a single mailbox at isprm.org/webmail/log-in

Even if your representative/contact person changes, the ISPRM email will remain the same!

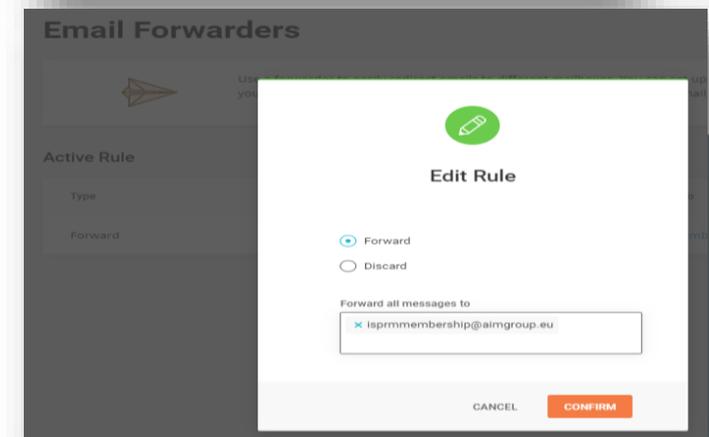
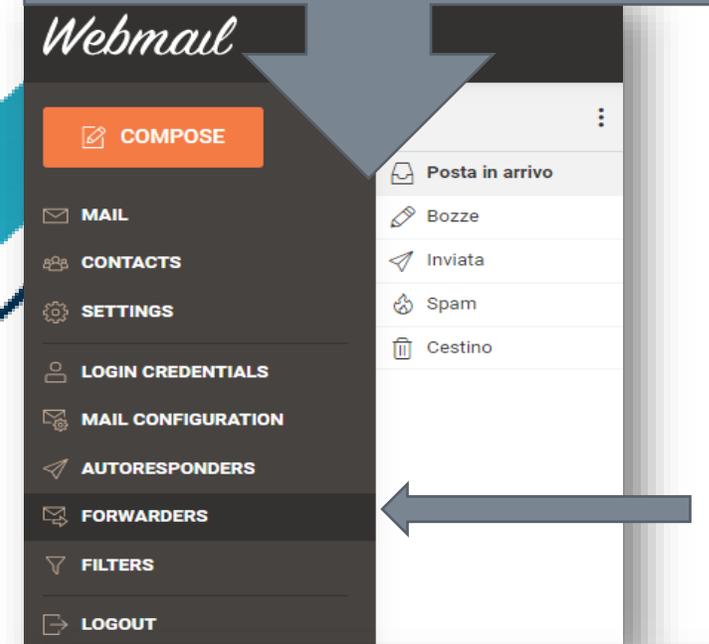
Each National Society receives a one time email* informing of their credentials, **example:**

- USERNAME (EMAIL ADDRESS): **example@isprm.org**
- PASSWORD** (EMAIL ADDRESS): **EXAMPLE22**

*Sent during our official launch in March 2022 or whenever a new National Society joins.

This is a temporary password, please access <https://www.isprm.org/webmail/log-in> and click on **LOGIN CREDENTIALS to change password (make sure to save it somewhere safe!). *We highly advise that the password be changed every time you change official representative with access to it.*

After you log-in to the ISPRM email address inbox of your Society, go to "FORWARDERS", where you can list email address(es) of your representative(s) to have our communications automatically forwarded to them!



STEP 1.

Go to ISPRM.org or directly to:

<https://isprm.org/membership-registration-platform/>

Tip: save onlineservices@isprm.org to your email contacts list to avoid getting our platform communications in your spam folder!

WELCOME TO THE ISPRM MEMBERSHIP REGISTRATION PLATFORM!

The primary reason to become a member of our international organization, is to be able to participate in a large-scale mission aimed to advance the specialty of Physical and Rehabilitation Medicine in all parts of the world.

View all ISPRM Membership Benefits:

<https://www.isprm.org/join/why-join-the-isprm/>

Access the latest guides available to assist you when browsing our website and using our platform.

Visit: <https://www.isprm.org/user-guides/>

Are you already an active ISPRM Member? Then click on "Log In" or go to the webpage below to access the member's zone:

<https://www.isprm.org/membership/>

RENEW / CONFIRM
MEMBERSHIP

FORGOT PASSWORD

UPDATE PROFILE

CREATE PROFILE

STEP 2A. Are you not registered yet?

WELCOME TO THE ISPRM MEMBERSHIP REGISTRATION PLATFORM!

Rehabilitation professionals from all countries who identify themselves with the [mission and goals of ISPRM](#) and want to be a part of this global effort, can join ISPRM.

Individual Members can choose to register/renew from a list of membership categories based on their current professional status and/or affiliation with an Active National PRM Society.

Click here to create a profile (username and password)

<https://www.isprm.org/join/become-a-member/>

to apply for ISPRM membership by emailing us at: isprmmembership@aimgroup.eu

A National Society Representative may register/ renew membership via this platform as "Affiliated National PRM Society".

visit: <https://www.isprm.org/natsoc/>

 NATIONAL PRM SOCIETY REGISTRATION

 INDIVIDUAL MEMBER REGISTRATION

If your National Society is not registered yet (do not have a username and password), email us at isprmmembership@aimgroup.eu to receive your credentials. After submitting your Society profile, you will receive 2 emails from onlineservices@isprm.org on the "ISPRM email" of your Society: one with a link to activate your account and the other with next steps. **Didn't receive them? Check spam folder or email us.**

STEP 2B. If you are **already registered** or created and activated your profile, choose **UPDATE PROFILE:**

Access this page to complete/ update your profile info.

UPDATE YOUR PROFILE

Here you can review and update your ISPRM profile information.

Please complete

your data up-to-date to enjoy [all the ISPRM benefits for active members](#). Receive dedicated information based on your specialty interests, networking with PRM professionals worldwide...and more!

Follow our step-by-step guides [HERE](#) or contact us at isprmmembership@aimgroup.eu

 NATIONAL PRM SOCIETY UPDATE

 INDIVIDUAL MEMBER UPDATE

STEP 3. After completing your profile info., proceed with membership confirmation/renew (payment)

RENEW/ CONFIRM MEMBERSHIP

Ready to become an active ISPRM member? Need to renew your membership status?

Click here to review your profile data and proceed with payment.

Once your profile information is updated, then you can proceed with payment.

Choose from a list of membership categories based on their current professional status and/or affiliation with an Active National PRM Society.

Review your profile data in order to calculate the annual dues for the current or upcoming year.

For more information and step-by-step guides [HERE](#) or contact us at isprmmembership@aimgroup.eu

Number Active Members in the Society *

Upon declaring the number of active members, we will automatically calculate the membership amount for you.

 NATIONAL PRM SOCIETY RENEW

 INDIVIDUAL MEMBER RENEW

Note that we can automatically import your current active members and notify them of their membership status if you provide us with a list and a signed disclosure form.

STEP 4. Your total annual fee will be automatically calculated based on the World Bank classification of your country and you can select the membership duration.

Base Fee

50

Fee %

This is automatically calculated based on our 'table of fees' ([review here](#)). Example: if the country of your Society is classified as "upper middle income", your fee is due at 80% and therefore you receive a discount of 20%. The country classification is dictated by the [World Bank](#) and is reviewed annually

50

Membership duration *

- 1 year 2022 - Membership until 31/12/2022
- 2 years - 2022 - 2023 - Membership until 31/12/2023

Certificate - YEAR

2022

STEP 5A. Select the payment type (credit card)

Select Payment type *

Credit Card

Credit Card

Numero carta

MM / AA CVC

Card Details

Cardholder Name

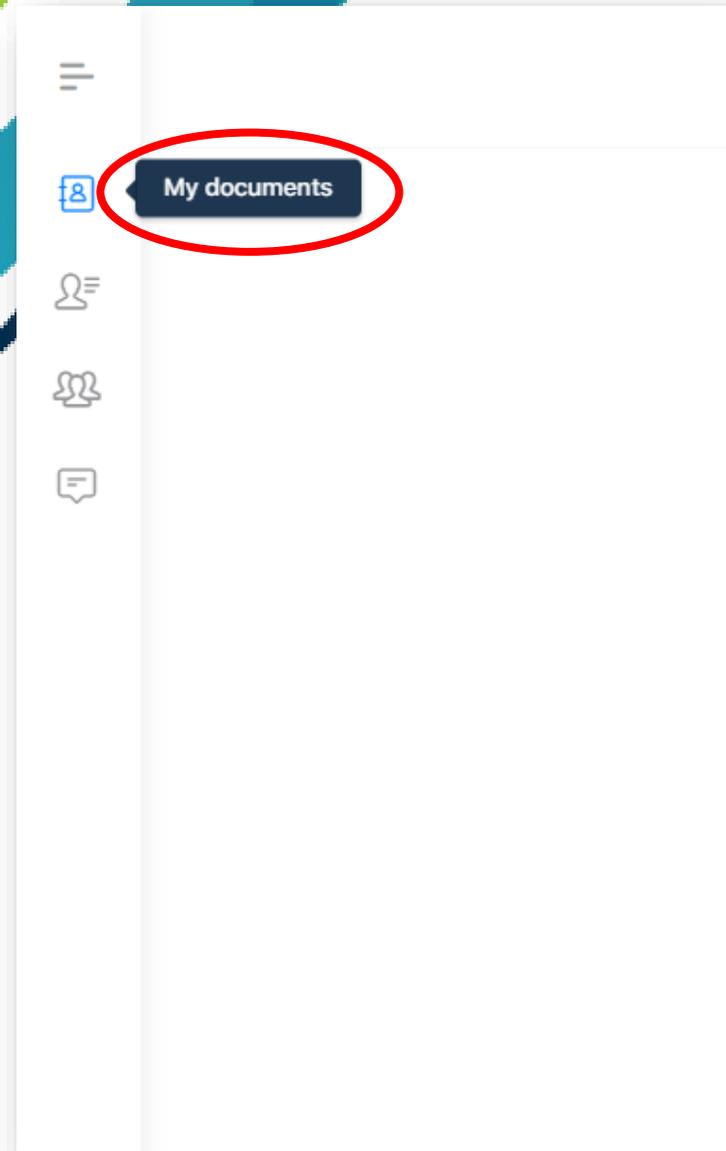
STEP 5B. Select the payment type (bank transfer)

By paying via bank transfer, we require 2-3 weeks to confirm the payment on our side.

If you wish to speed up the process, please send us a copy of the payment confirmation.

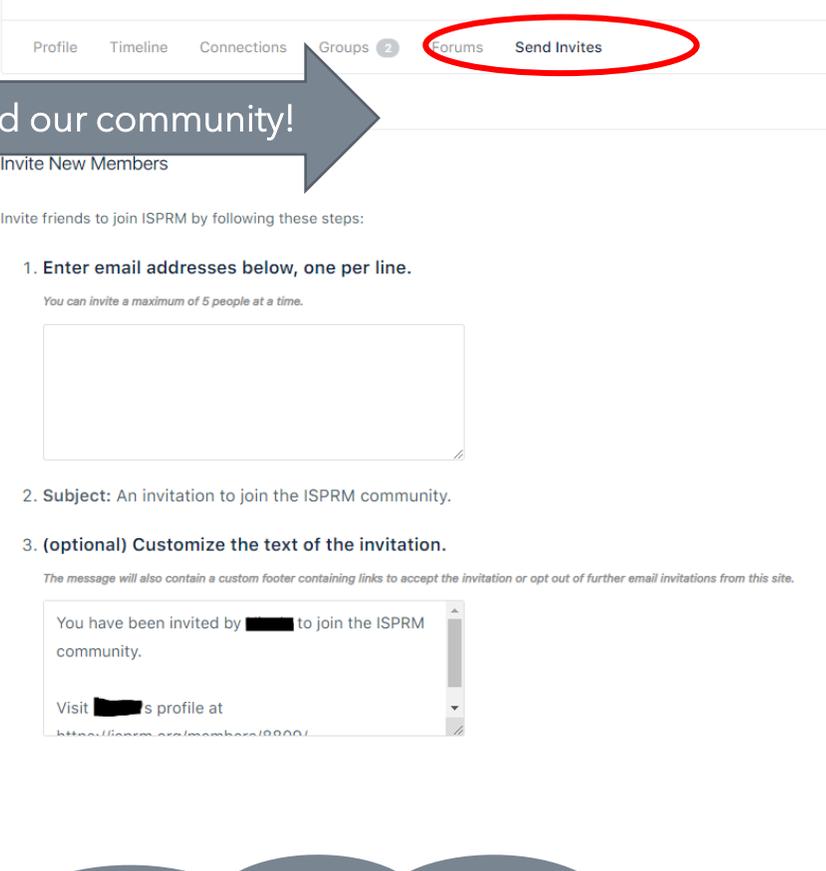
STEP 6. Please go to «My Documents» in your Reserved Area to find and download:

- invoice (with bank details for payment)
- receipts
- membership certificate
- annual code with instructions (to share with your members)



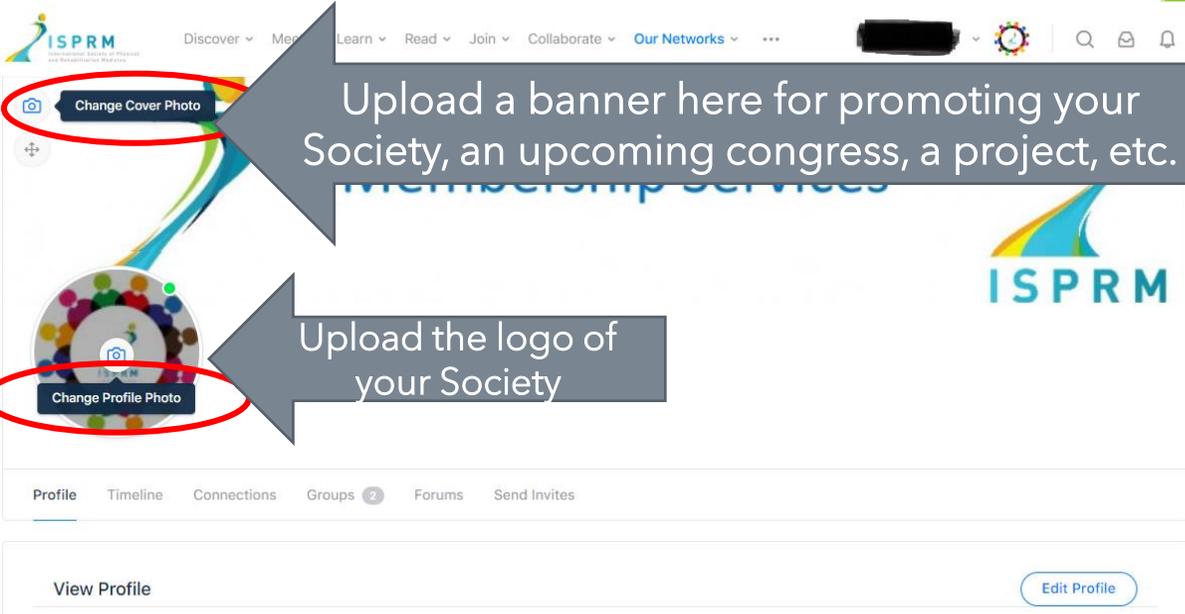
Complete & Customize your public profile page!

Send invitations directly from our platform to your active members who have not yet joined our community!



Upload a banner here for promoting your Society, an upcoming congress, a project, etc.

Upload the logo of your Society



For more information and tips on how to use our platform, visit:
<https://isprm.org/user-guides/>