

## HOW TO ACCESS THE MEMBER SERVICES PORTAL

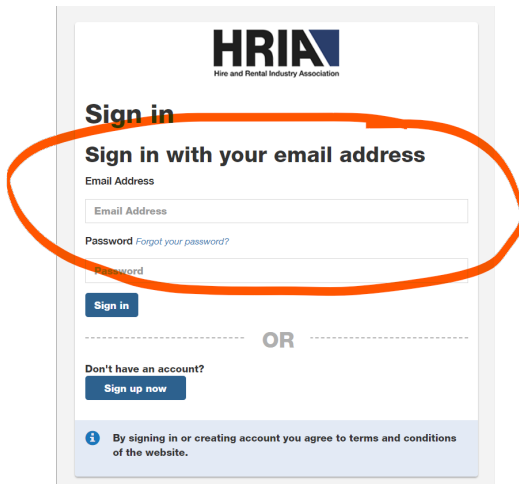
The HRIA has recently made changes to its website and how to access the HRIA Member Services Portal. Depending on if you have/haven't accessed the portal, and if you are the Primary Contact for the member company, there will be a set of instructions to follow.

Please select and follow the set of instructions that reflects your circumstances.

### 1) You have previous logged into the new website (since May 2024)

If you have logged in and signed up for a new account on our new website since May 2024 these log in details (email address and your new password) have now been set up. To login you will need to 'Sign in with your email address' – see below.

If you cannot remember your password you can select "forgot your password"



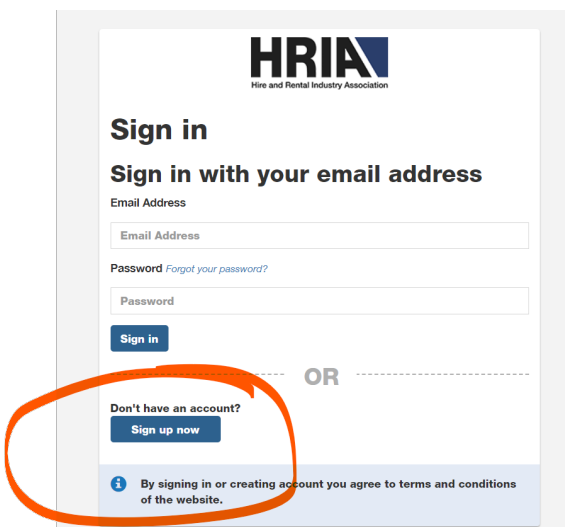
The screenshot shows the HRIA Sign in page. The HRIA logo is at the top. Below it, the text 'Sign in' is followed by 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A 'Sign in' button is below the password field. Below this, there is an 'OR' separator and a 'Don't have an account? Sign up now' button. At the bottom, there is a small information icon and text: 'By signing in or creating account you agree to terms and conditions of the website.' An orange circle highlights the 'Sign in with your email address' section, including the input fields and the 'Sign in' button.

### 2) This is your first time logging into the new website

If this is your first time accessing our new member portal (launched May 2024) you will need to ensure you are listed in our system as an employee against the member organisation.

There is a designated **Primary Contact** in your business, who can add you in their member portal if you are not already a listed contact. (*Refer **Additional Details for Primary Contacts** section below*).

If this is your first time accessing the Member Service Portal click 'Sign up now' at the bottom, where you will be sent a verification code and will create your password. If you have not logged in before please do not select forgot your password as you need to sign up for an account on our new website first.



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Any issues or if you are unsure, please give us a call on 02 9998 2212 and we can assist you.

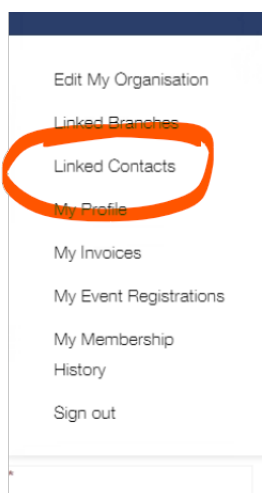
## **Additional details for Primary Contacts**

**Primary contacts** are responsible for ensuring all the information we have on file about an organisation is correct.

This includes:

- Accounts (invoicing) contact
- ABN
- Business Name, Entity Name
- Address
- Contact details
- Business information
- Turnover (for membership category)

Primary Contacts also have the ability to review, manage, remove and invite other contacts within your organisation to access the HRIA Member Services Portal. New contacts can be added once logged in, via accessing your profile drop down menu at the top of the page – see screen grabs below



### **Create New Linked Contact**

[← Back](#)

Firstname \*

Surname \*

Email Address (username) \*

Role

Organisation

Branch

