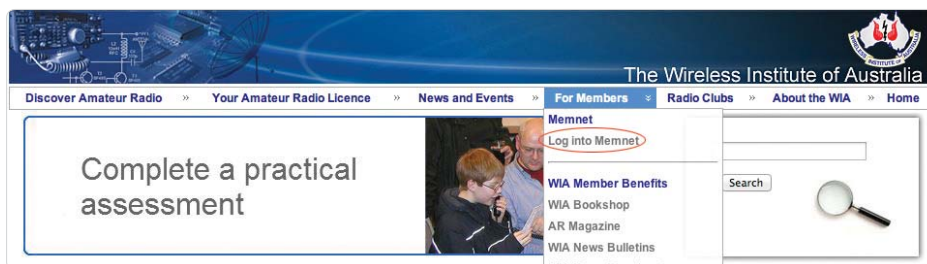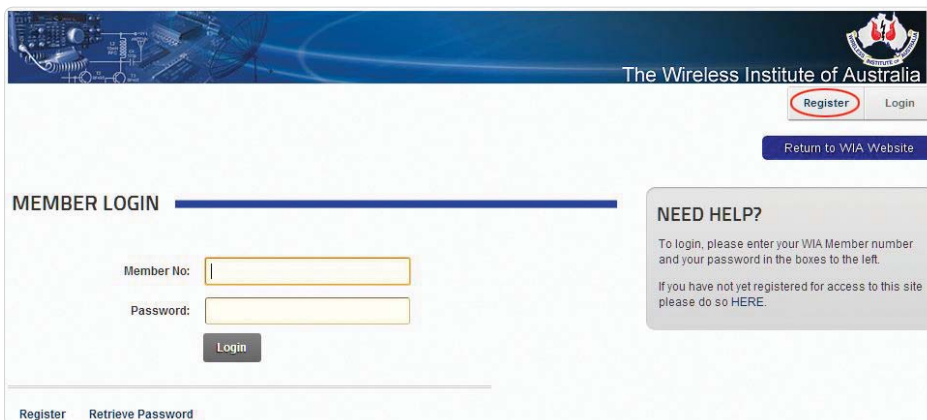# How to Register for Memnet

John Longayroux VK3PZ

The WIA has implemented a new Membership Management System called MEMNET. MEMNET allows members to verify and edit their personal details, view membership notices and pay member subscriptions on line.
To access the Membership Management System simply follow these steps:

- Access the WIA website *www.wia.org.au*
- Go to **'For Members'**
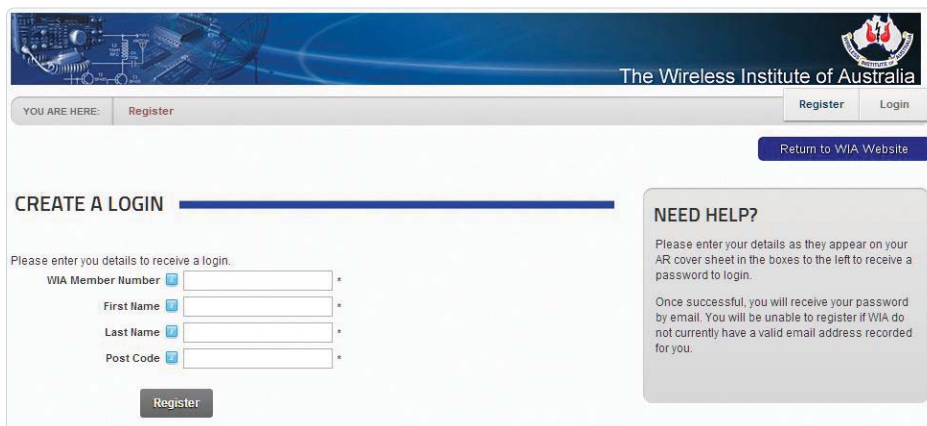- Click **'Log into MEMNET'**

First time viewers will need to register as follows:

- Click **'Register'**

- To register to and be able to use MEMNET you will need:
  1. Your WIA Member number as found on your WIA membership certificate or *AR* printed on the monthly *AR* magazine address sheet.
  2. You will need to enter your first name or first initial, as displayed on your *AR* magazine address sheet.
  3. Enter your last name.
  4. Enter your postcode.
  5. Hit **'Register'.**

- Once complete, a Temporary Password will be sent to your email address as held by the WIA office.
- If you do not receive an email from the MEMNET system it is possible that the WIA office did not have an email address on record for you, or the address we had was outdated.
- If you did not receive an email from MEMNET system please send an email to *memnet@wia.org.au* and we will update the system with your current email address.

- As mentioned above the email you will receive will have a Temporary Password, on your first logon you will be required to update your password. Please ensure you choose a strong password containing both Upper and Lowercase, at least one Number or special character.

Once you have logged into MEMNET a screen with your membership details will be displayed.

There are two buttons a the bottom left.

1. '**Contact Us**' you can use this to send a message to the MEMNET Team for assistance.
2. '**My Membership**' which provides access to three on screen buttons to access:
   a. '**My Details**'
      where you can view and update your personal details as held by the WIA and view any call signs assigned to you and their renewal dates. (note that call sign renewal dates are updated monthly)
   b. '**My Subscriptions**'
      where you can view your membership status and amend your preferred membership renewal frequency to be either One or Five years.
   c. '**My Invoices**'
      where you can view your WIA membership renewal invoice.

If you have any questions, please contact the MEMNET   *memnet@wia.org.au*