

NZIQS “Member-Only” Website Instructions

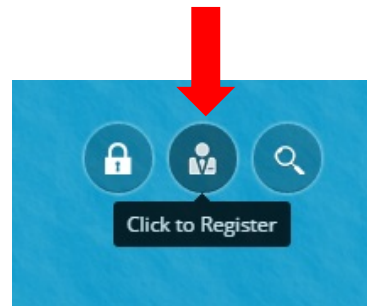
NZIQS members can log onto a Member Only area of the NZIQS website to access:

- Information and resources exclusively for members
- View and update their membership records
- View/print any outstanding or previous invoices
- Pay invoices online using credit cards or directly from your bank account
- Register for NZIQS events online
- Keep records of your CPD

To Register for the member-only area of the website

START BY – Going to the NZIQS website: <http://www.nziqs.co.nz/>

STEP 1 – Click on ‘Register’ button on the top right



STEP 2 – Enter your:

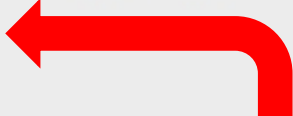
1. Member Code (You can get this from your invoice or contact NZIQS)
2. First Name
3. Last Name
4. Post Code (this is for the street address we have on our database)
5. User Name (Create a user name that you are likely to remember e.g. Email address, Your first and last name)

You are here: Register

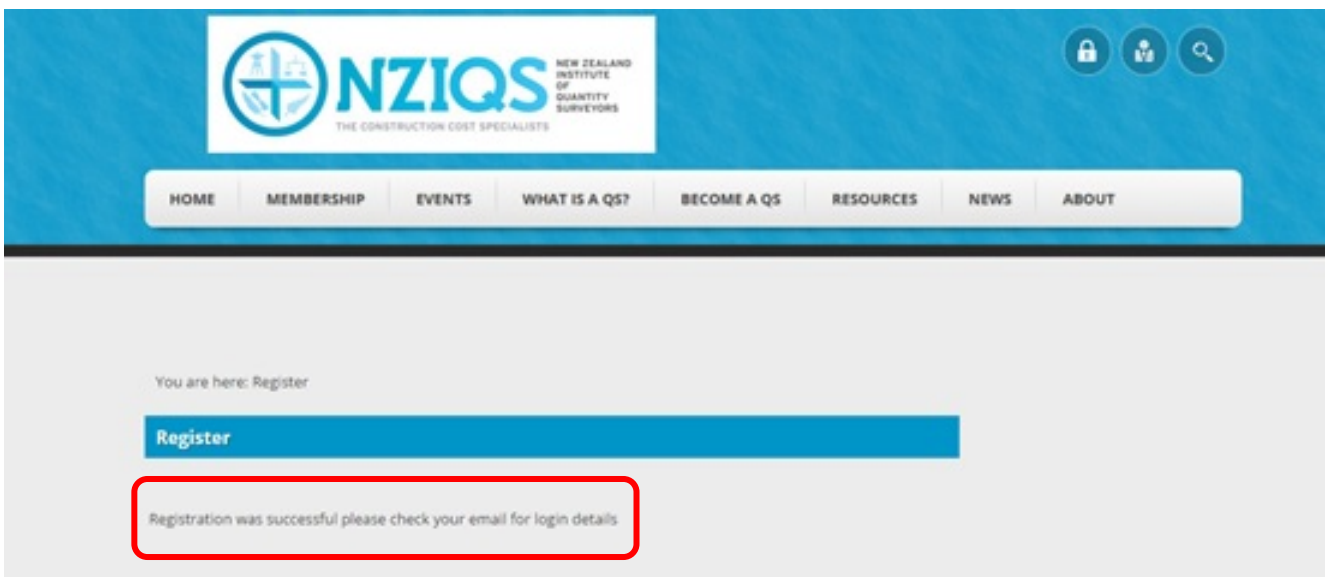
Register

Enter your membership details to register.

Member Code	<input type="text" value="MXXXX"/>	*
First Name	<input type="text" value="John"/>	*
Last Name	<input type="text" value="Doe"/>	*
Post Code	<input type="text" value="0518"/>	*
User Name:	<input type="text" value="John@gmail.com"/>	*



6. Click **'Register'** button, once the above fields are filled in



The screenshot shows the top of the NZIQS website with a navigation menu. Below the menu, the 'Register' page is visible. A red box highlights a message that says 'Registration was successful please check your email for login details'. A red arrow points from this message down to the list of instructions below.

- This message will appear once registration is successful.
- You will automatically be sent an email with a link to create a password

STEP 3 – The email you receive will look like the following

- Click on the link provided

Dear John Doe,

We are pleased to advise that you have been added as a Registered User to NZIQS. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: www.nziqs.co.nz Username: John@gmail.com

To set your password, please go to <http://www.nziqs.co.nz/default.aspx?ctl=PasswordReset&resetToken=c9b4e515-da2c-4098-831b-c4a2a8d1df90>. On the Password Reset screen enter your username, your password and confirm your password.

Please note that this password set link is for one-time use only. If you are having trouble with your password being accepted click on the Reset Password button and a new password set link will be emailed to you.

If you have any queries about the registration or the login process please contact us NZIQS

office@nziqs.co.nz

If you don't receive the email (check your junk folder) it's possibly because we don't hold an email address for you on file. Please email office@nziqs.co.nz with your email and the details that you used above to register and we can confirm these are the ones held on our database.

STEP 4 – By clicking on the link provided it will open the password reset screen

- Enter your username, password and confirm password (create a password that you will be able to remember)
- Click '**Change Password**'

You are here: Login

PasswordReset

Confirm Username: *

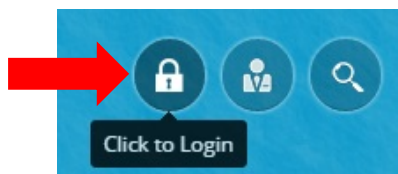
New Password *

Confirm Password: *

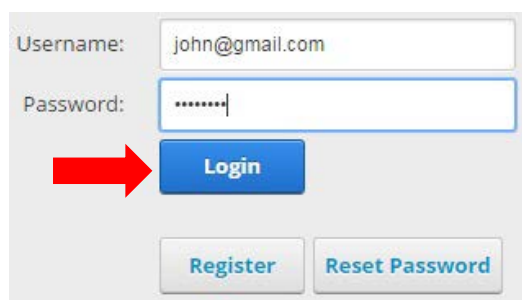
To Login

Note: before you can log in to the website, you must first register as per instructions above

1. Click the **Login** button (top right on website).



2. Enter your **username** and **password** – then click **login**

A screenshot of a login form. It has two input fields: 'Username:' with the text 'john@gmail.com' and 'Password:' with masked characters. Below the fields are three buttons: 'Login' (blue), 'Register' (light blue), and 'Reset Password' (light blue). A red arrow points to the 'Login' button.

3. You now have access to member-only pages on the website and to the **My Membership** page.

We would like to add more pages, information and resources to the member-only area. If you have suggestions for content please contact Marilyn.moffatt@nzigs.co.nz

My Membership

The **My Membership** page is the portal for members to view, edit and do a number of member tasks.

To access this page either

- a) click on **My Membership** under **Membership** tab or
- b) click on your **name** at the top right of the screen

My Details

View and update the details that are held on our database such as addresses, phone numbers, website, organisation, job title.

There is a now have an option to classify members by 'sub-branches'. This means we can target communication for events happening in your local area. You may select more than one area to register for e.g. you often work in another area. We also have sections for you to tell us what qualifications you hold, where you study, and the type of QS work you do. This will help us in getting an idea of who our members are. The qualifications will need to be confirmed with documents at the time of applying for membership upgrade

There are also options to change the details recorded in the Member Directory (see **Member Directory** below for more information).

My Subscription

This page shows your current subscriptions

My Invoices

You can view, print and pay for any outstanding invoices online. Payment online can be through either credit card or direct from your bank account. We use DPS Payment Express which is a secure payment gateway used by many businesses in NZ and overseas to handle online payments securely.

Your payment will automatically be credited to your account in our database.

My Events

Book NZIQS branch and national events online. View current and past event bookings you have made.

My CPD

The CPD section lists all events you have booked via the NZIQS online event registration system – once it has been confirmed you attended the session. You can also add other CPD events or meetings that you attend e.g. Branch Board meeting. This does not replace the CPD Diary that needs completing every 3 years but is a handy record to refer to.

Note this CPD module refers to ‘points’. For NZIQS members recording purposes only, consider one hour=one point.

Member Directory

NZIQS Rules require that we publish a list of all members yearly. The online Member Directory can be viewed by NZIQS members only and displays your name, member code, email address, Post Nominal (i.e. membership category), and if you are a Registered QS.

Members can search through the list filtering to show Reg QS only, by name, member category and address.

Members have the option to exclude/change their email address and/or to add further information about themselves, e.g. a logo or photo and profile information.

You can change these details at the bottom of the **My Details** page.

[Need Further Help?](#)

Contact us on office@nzigs.co.nz 0800 NZIQS