

# SET UP YOUR MEMBER ACCESS

## Set up your username

To access member only event pricing and exclusive member content, you will need to set up a username and password on the ARA website.

### 1. Check your details

<https://ara.net.au/check-my-details/>

You can also reach this page by clicking on *Create login* when registering for an event. You will see the following screen. Enter your last name and email and click *Search*

## Check my details

All fields marked by \* are mandatory.

### Check If You Are Already In Our System

You may already be in our system. Search for your details now and if you already have a login. If you are not already in our system, we will ask you to create a profile.

**Last Name: \***

**Email address: \***

Search results should be displayed showing your entry in the database. Click the *Create Login* button next to your name, which should appear alongside your company name.

If your search does not show any results, click register to set up your access.

Follow the prompts to set up your username and password.

## 2. Complete your registration

When you complete the registration form, select *Register against a Company Name* to gain access to your company's member benefits. You will also need to use your work email address, as we use your email domain to verify your relationship with the member organisation.

### Step 3 - New Registration

We do not currently have you listed in our system. Please enter your details and click submit. On completion of this step you will be sent an email asking you to set your password.

**Title:**

**First Name: \***

**Last Name: \***

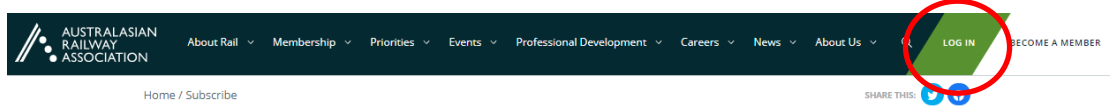
**Do you wish to: \***

Register against a Company Name  
 Register as an individual

**Email address: \***

## 3. Log in as a member

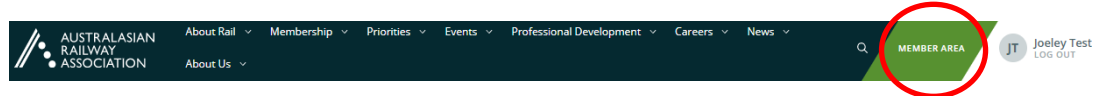
To log in as a member, click on the login button at the top of the website:



#### 4. Access member benefits

Once you are logged in, you will be able to access member pricing for events via the upcoming events section of the website.

You can also click *Member Area* on the top navigation bar to access member only content.



This section will include committees and working group information, member only webinar content and information about your membership.

While logged in, you can also access member pricing for event.