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HOW TO JOIN ONLINE

To join online, complete the online form by entering your personal details. Note that fields marked by a star (*) are mandatory and cannot be left empty. See example below.

Title:	Miss	▼	
First Name: *	Mary		
Last Name: *	Smith		
Date of Birth:	1/01/2001		
Gender:	Female		
Email: *	missmarysmith@bigpond.com		
Confirm Email: *	missmarysmith@bigpond.com		
Is the address an Australian address?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Street Address: *	13/45 Main St		
City: *	SMITHTOWN		
State: *	NSW		
Postcode: *	2000		
Country: *	AUSTRALIA		
Postal Address same as Street Address	<input checked="" type="checkbox"/>		
	Please enter at least one phone number:		
Home Phone:	02	4555 5555	<input checked="" type="radio"/> Preferred
Business Phone:	Area Code	Phone Number	<input type="radio"/> Preferred
Mobile Phone:	0410 111 111		<input type="radio"/> Preferred
Residential Community:	Bayway Village		▼
Select your Branch:	Illawarra		▼
Please select the Membership you wish to Subscribe to.			
Select your Subscription:	Regular		▼
Select your Renewal Frequency:	00000001 - Regular - Annual - \$30.00		▼

In this sample Street Address, **13** refers to the **site number**.

After completing the form, click the **Continue** button located at the bottom of the page.

Select your Subscription: Regular

Select your Renewal Frequency: 00000001 - Regular - Annual - \$30.00

Continue

This will take you to the confirmation page where you can review the information you have entered. Should you notice errors, click on the **Back** button, and edit your details.

Based on the information provided, your Annual subscription cost for Membership will be:

Membership Fee	
Item Description	Item Amount
Regular	\$30.00
Total:	\$30.00

Would you like to join now? Please confirm your details below and Click "Join Now" and complete the remaining steps.

Membership Type: Regular Member
Title: Miss
First Name: Mary
Last Name: Smith
Date of Birth: 1/01/2001
Gender: Female
Street Address: 13/45 Main St, SMITHTOWN, NSW, 2000, AUSTRALIA
Mailing Address: 13/45 Main St, SMITHTOWN, NSW, 2000, AUSTRALIA
Mobile Phone: 0410111111 (preferred)
Email: missmarysmith@bigpond.com
Residential Community: Bayway Village
Branch: Illawarra

I acknowledge the terms and conditions related to the Subscription I have selected.

Back **Join Now**

Once you have confirmed that the information entered is correct, then click the **Join Now** button located at the bottom of the page. This will take you to our secure payment page.

Please enter your credit card details and click [Pay Now](#).

Once you have clicked the [Pay Now](#) button, **please wait for confirmation that your payment has been processed. Do not refresh the page or click your browser's back button** as this may result in a duplicate payment.

Membership Application Payment

[Back To Portal](#)[Close](#)

Your Selection

Item Description	Item Amount
Regular Annual From 15/06/2020 To 14/06/2021 (\$30.00)	\$30.00
Total AUD amount payable including Tax:	\$30.00

Please Enter Your Card Details

When you have clicked the "Pay Now" button, please wait for a response and do not refresh this page or use the back button in your browser as it may result in a duplicate payment. Payment confirmations from the Bank can take up to 3 minutes during busy periods.

All fields marked by * are mandatory.

Card Type:*


Card Number:*

Expiry (mm/yy):*

Name on Card:*

CCV:*

[Pay Now](#)

 Payment gateway by **SecurePay**
A business of Australia Post

Once your payment has been processed, you will see the Application Confirmation screen. See the sample image below.



Application Confirmation

Thank you for your application and welcome to Affiliated Residential Park Residents Association

Your application has been successfully processed.

Your Member Code is **00000789**

A confirmation email has been sent to missmarysmith@gmail.com along with an invoice and receipt if appropriate.

Your Selection

Item Description	Item Amount
Regular Annual From 22/06/2020 To 21/06/2021 (\$30.00)	\$30.00
Credit Card Service Fee	\$0.60
Total AUD amount payable including Tax:	\$30.60

✓ Payment Complete

Your payment has been successfully processed. Please print this page as a record of your transaction.

Your Transaction Id is: 283688

Your Receipt Id is: SS00000338

Your details have been updated.

Please do not refresh this page or use the back button in your browser.

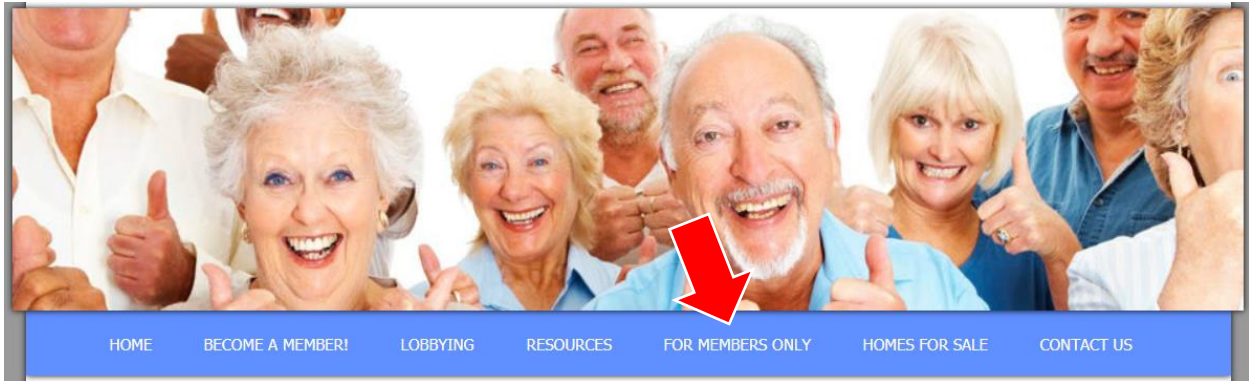
You have now successfully joined ARPRA.

Please do not refresh the page or click your browser's back button as this may result in a duplicate payment.

A confirmation message will be sent to your email. This email will include your Member Code and Branch, along with instructions on how to register to the ARPRA website's For Members Only section.

HOW TO REGISTER TO THE 'FOR MEMBERS ONLY' SECTION

To gain access to ARPRA's exclusive Member's Only content, please register online. Go to www.arpra.org.au, and click on the **For Members Only** tab.



Click the **Register** button.

Username:

Password:

[Login](#) [Cancel](#)

[Register](#) [Reset Password](#)

To continue registering online, enter the required details. All fields are mandatory and cannot be left empty. (For those who joined online, you will find your Member Code in your Confirmation Email.)

Hit the **Register** button once you have completed the form. See example below.

Please enter your membership details to register.

Member Code: ⓘ	<input type="text" value="000789"/>	*
First Name: ⓘ	<input type="text" value="Mary"/>	*
Last Name: ⓘ	<input type="text" value="Smith"/>	*
Post Code: ⓘ	<input type="text" value="2000"/>	*
User Name: ⓘ	<input type="text" value="marymary"/>	*

Register

After registering, you will receive a Portal New User Registration email, which will prompt you to **Set Your Password**.

Hi Mary Smith,

Thank you for registering a login for ARPRA Members Portal.

The website address and your username is included below for future reference.

Website Address: arpramembers.memnet.com.au

Username: marymary

To set a password for your login, please click the button below.

Set Your Password

Enter your Username in the following screen. Set and confirm your password. (For those who joined online, you will also find your nominated Username in your Confirmation Email.)

Click **Change Password**.

marymary

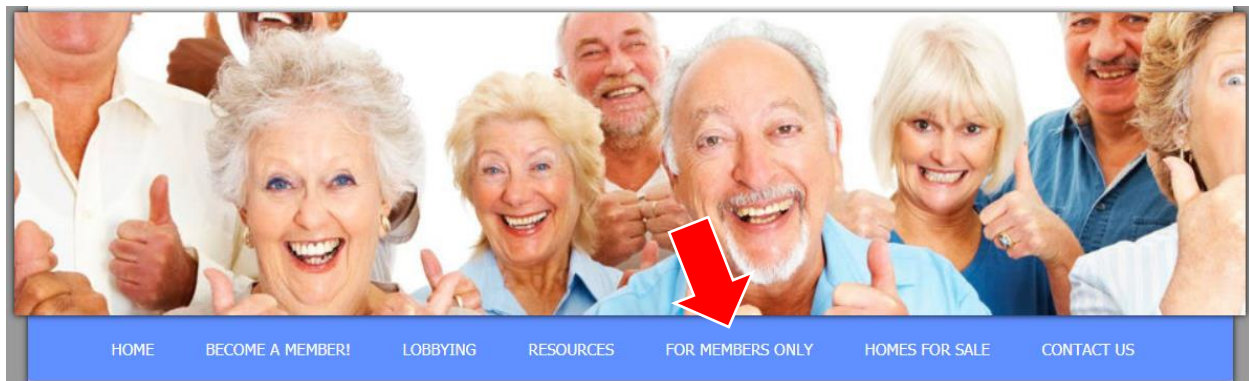
.....

Fair

.....

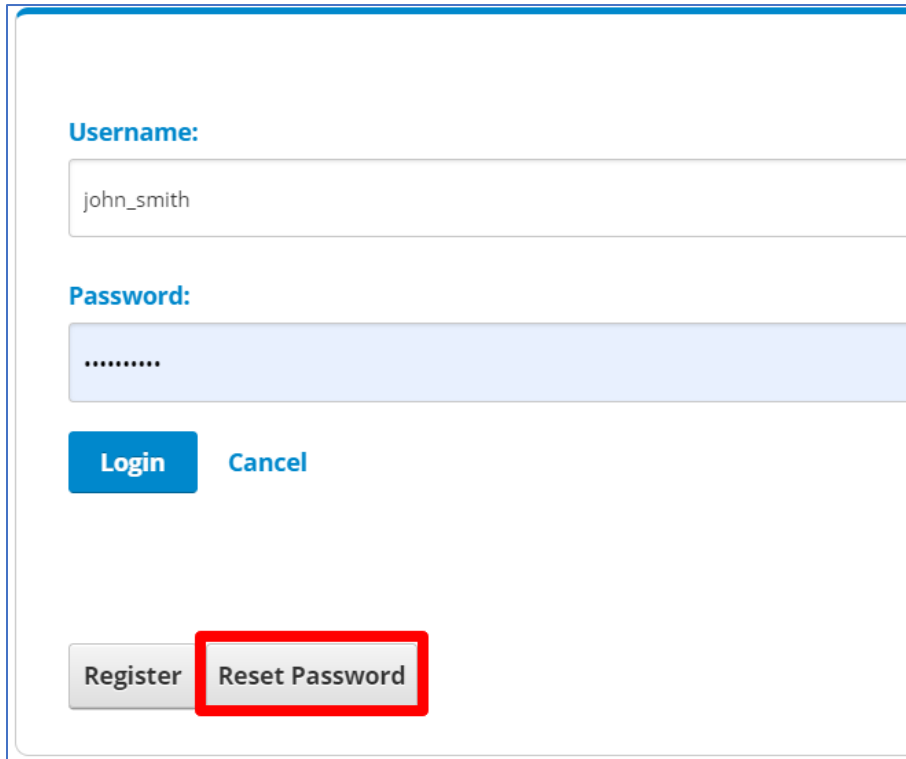
Change Password Cancel

Return to Home page and click the **For Members Only** tab. Log in using your Username and Password.



HOW TO RESET YOUR PASSWORD

If you have forgotten your password, please click the **Reset Password** button found on the login page.



The screenshot shows a login form with the following elements:

- Username:** A text input field containing "john_smith".
- Password:** A password input field with masked characters ".....".
- Login:** A blue button.
- Cancel:** A grey button.
- Register:** A grey button.
- Reset Password:** A grey button, highlighted with a red rectangular box.

A pop-up screen will appear. Enter your username, and then click on the **Send Reset Link**. You should receive a password reset link at the email address you used to register to the Members Portal.

ARPRA Members Portal > Member Login

If you forgot your password an email with a password reset link will be sent to you. Click on the link in that email and you will be taken to a page where you can then create a new password.



The screenshot shows a pop-up screen with the following elements:

- User Name:** A label with an information icon and a text input field containing "john_smith", highlighted with a red rectangular box and labeled with a red "1".
- Send Reset Link:** A blue button, highlighted with a red rectangular box and labeled with a red "2".
- Cancel:** A grey button.