1. LOGGING IN

Go to portal.pacfa.org.au, and click on “Member Login” at the top of the page.

Your page will then look like below. **If you are logging on to the new system for the first time, you will need to click “Forgot Password”**. This is because no passwords were imported into the new system for security reasons.

A new window will pop up, Enter your username into the pop-up box. **Your username is the email you have linked to your PACFA account.**

If nothing pops up, it may be due to your pop-up blocker settings on your computer—so try right clicking and clicking “open link in new tab”—or opening in a new browser.

Once you have done this, you will receive an email to your inbox with a link to reset your password. Careful – this link will expire in 20 minutes. Once you have updated your password you will be able to log in using those details.

**Please note: if you enter an incorrect password too many times, your account can become locked. If this happens, email admin@pacfa.org.au**