

1. LOGGING IN

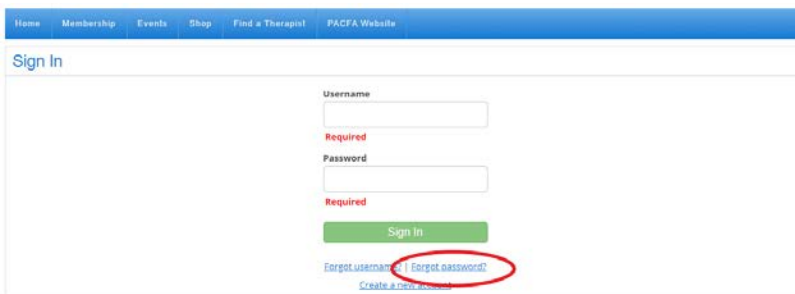
Go to portal.pacfa.org.au, and click on “Member Login” at the top of the page



Welcome to the PACFA Member Portal

We are currently in transition to PACFA's new IMIS system. Over the coming months, the Member Portal will be integrated with the PACFA website so that you can do everything at one place – apply for membership or manage your existing membership, access member resources, register for events, find out the latest news about PACFA and connect with other members.

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