

2. UPDATING YOUR PERSONAL DETAILS AND THERAPIST PROFILE

Once you have successfully [logged into your account](#), the page you see will look like this below. You will know that you are logged in, if it says Hi then your name underlined in the top right-hand corner.



Click on the Membership button and you will see a summary of your membership as per the next page- none of this information is publicly viewable. I have highlighted some basic functions/useful hints of this website page in the next page.


Please make sure that your contact details are up to date, including **adding your mobile number**.

You can update your email address here, but you **cannot update your username**. If you want to update your username, please call the office on 03 9486 3077.

You also cannot update your Qualifications. Only PACFA Staff can update this. If you have qualifications you wish to add to your profile, please email a copy of the completion certificate to admin@pacfa.org.au and staff will verify your qualifications and update this for you.

Successfully updated

Ms Jane Smith



ID
6173

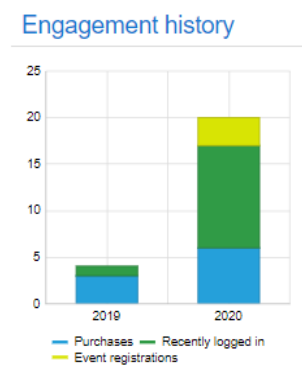
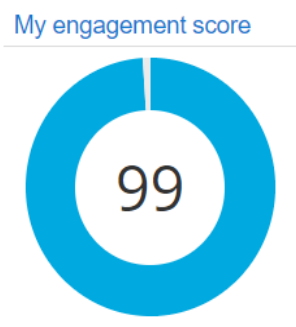
Member Type
PACFA Member

Category
Clinical

Status
Active

Paid through
30/06/2020

About Me My Participation Preferences Therapist Details LOGS



My addresses

Home Other +

290 Park Street
FITZROY NORTH, VIC 3068
AUSTRALIA
[Show map](#)
admin@pacfa.org.au

- ✓ Preferred Mailing Address
- ✓ Preferred Billing Address
- ✓ Preferred Shipping Address

My details

Date of Birth

Gender

Branch

Email
admin@pacfa.org.au

Mobile Phone

My membership details

Registration No 123456

Main Member Association

College Membership 1 College of Counselling

College Membership 2

College Of Psychotherapy Modality

Government Accredited Training

Qualification Mcouns

Mental Health Practitioner No

Accredited Supervisor No

Membership

My Membership

- New Applications
- Accredited Supervisor Application
- Upgrades
- Leave Applications
- Membership Reactivation
- PACFA Master Insurance Policy

This is a navigation Bar

This pencil symbol is the **edit** button. These will be anywhere that you are able to make changes.

You can link your social profiles to your profile – however this is not publicly viewable on your Therapist Profile.

This bottom section cannot be edited by members, and is controlled by PACFA Staff. To add to it, for example to add Qualifications, please email copies of your qualifications through to admin@pacfa.org.au

Membership Certificate

Click on this at any time to download your membership certificate.

Please update your mobile number here! All other details are up to you if you would like to add.

Please follow these links for more information & eligibility about being listed as a [Mental Health Practitioner](#) or [Accredited Supervisor](#)

Next, Click on the Therapist Details Tab

This is how you edit your profile in our [Find a Therapist](#) search engine – and all the information you add here is publicly viewable.



Click on the pencil at the top right-hand side of the page to edit these details. Your name and qualifications are automatically filled and can't be edited – but you can add as little or as much information here as you like.

It is also important that you add your practice Suburb.

Please Note: You can only be searched on Find a Therapist at one Practice Address, so make sure that you tick that as your primary address.

Click on the plus to add an address, or on the pencil to edit an existing one.



You can also add a picture to your Therapist Profile by clicking on the pencil icon in your mini-profile

