

Step-by-step instructions to ISHM registration procedure



First of all, you must keep in mind that **there are two steps**:

- **Step 1: register at the ISHM system**
- **Step 2 : make payment, preferably online**

If you are new to ISHM you may start with **Registration (Step 1)**.

Please, click on 'Membership' in the main menu of our website or go directly to:
<http://ishm.elte.hu/?q=node/84>

Read the instruction notes carefully before you start. If you agree with the Constitution and our Rules as well as the terms and conditions go to the bottom of the page and click on the link
<http://ishm.elte.hu/?q=user/register>

You can **Register** on this page ('**User Account**') by filling in all the empty fields with an asterix (you may fill the other fields as well but you may do that later.) Fill in all the required fields, and tick the boxes in the end.

- And now click '**Create new account**'.

(Please, note that once you hit this button all the information on the page is immediately sent to the system, and you can not enter any new information.

- *If any compulsory fields were left empty the system reminds you and says which fields are required. If you do not see any fields turning into red your data was accepted.*
- *Do not try to repeat your registration at this point as It is allowed to register only once. Do not worry, as you are allowed to change anything later (except for your username).*

As soon as our system receives the registration a confirmation will be sent to the e-mail address you included. Please, **check your mailbox** (including the trash folder) in a few minutes!

Please, note that this all was Step 1 only and you **DO NOT HAVE A PASSWORD** yet...

To continue and be able to set your **personal password**, go back to the page:
<http://ishm.elte.hu/?q=node/84> *(It is still open in your browser, anyway.)*

- **Go to Step 2 (Pay membership dues)**

In the box Select the **type of membership** from the list, enter **your name** in the edit-box (especially if you use a credit card with other name or you pay someone's membership due)

Click "**Add to cart**" icon ...

At this point, you go to the PayPal site where you can make your payment.

*You can pay either using your PayPal account **OR** you can pay by all the major **credit cards there.***

- If you would like to use **your credit card** click on 'Check out' and on the following page below you find 'Do not have a PayPal account?' link.
- Click on that link and follow the instructions to make a secure payment on PayPal.
- If you would like to pay your membership fee AND your IM subscription select one item from our list box and on the PayPal screen click 'Continue shopping'. You are taken back to the ISHM list box and you can select your IM subscription type. When you click 'Add to cart' you should see both items in your cart on the PayPal page.
In case you make a mistake you can add or remove anything from your cart. Please, check it before you continue on the PayPal site.

- We will see your successful transaction on the ISHM account shortly and your payment is officially confirmed by the Treasurer.
- **ISHM Members renew their membership automatically by sending us the form and paying the membership fee.**
New Members: as soon as the Membership Secretary receives this confirmation your **membership application** it is listed in the report sent regularly to members of the ISHM Council. According to the Constitution they must confirm the acceptance or refusal of your application. Please, allow two weeks for the administration procedure.

After the acceptance of the application/renewal and full payment your ISHM User Account is activated.

You will receive an **automatic e-mail instantly**, with a **link in the message**.

You click on the link and now **YOU can set YOUR private password** on the system. This is to protect your personal data according to the UK Privacy Act. Please, understand that we must insist on this procedure, however, you may decide to share your personal details

with other ISHM Members.

Note the 'password' is entirely yours and private, the system administrators have no access to it. So they can not help you in case you forget it. But do not panic if this happens, you can always use the 'Request new password' function at the Registration page...

As soon as you have your user name and password you have access to the ISHM Members Area, which is the space for ISHM members, and you can also contribute to the public area of the community's website.

This procedure guarantees your privacy and, more importantly, is according to the UK Data Protection Act.