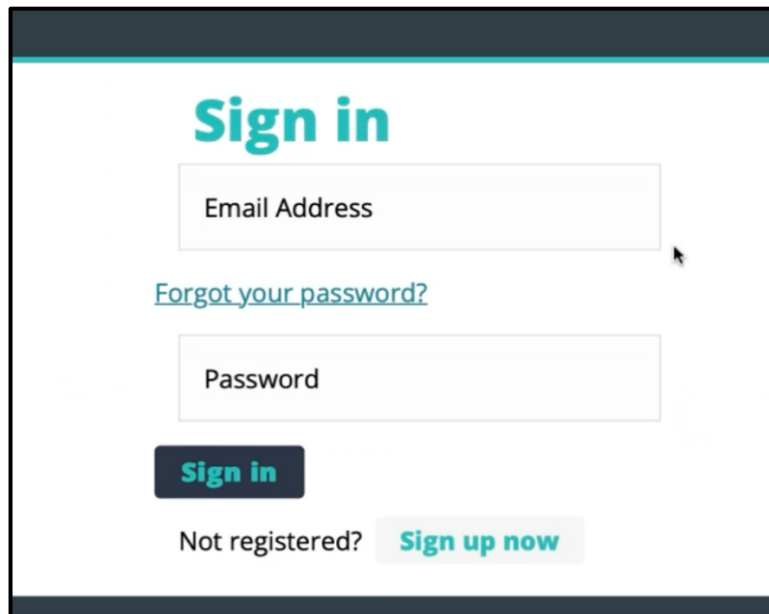


How to Register for Your Online Account

You can access the portal by clicking the log-in icon on the top right-hand side of the website.



Step 1: Click the "Sign Up Now" button

A screenshot of a web form titled "Sign in" in teal. It features two input fields: "Email Address" and "Password". Below the "Email Address" field is a teal link that says "Forgot your password?". Below the "Password" field is a dark teal button with "Sign in" in white. At the bottom, there is the text "Not registered?" followed by a light teal button with "Sign up now" in teal. The entire form is enclosed in a dark grey border.

Sign in

Email Address

[Forgot your password?](#)

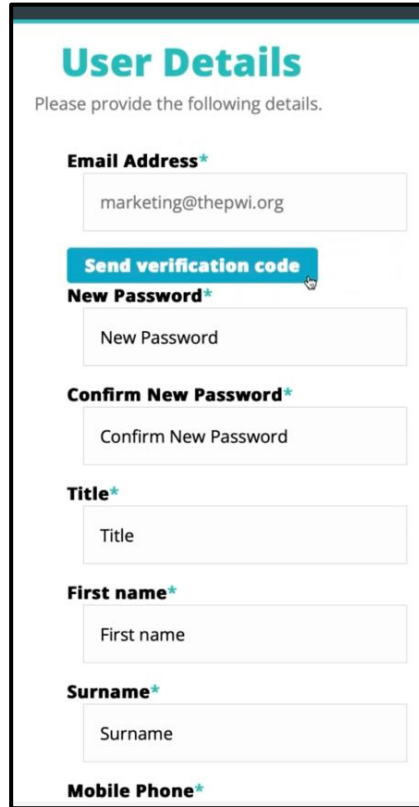
Password

Sign in

Not registered? **Sign up now**

Step 2: Enter your email address and click the "Send verification code" button

IMPORTANT: If you are a PWI member, you need to use the primary email address associated with your account to ensure the system links to your membership record. If you do not know what this is, or would like to register for online access with a different email address, please contact secretary@thepwi.org before starting this process.



User Details

Please provide the following details.

Email Address*

marketing@thepwi.org

Send verification code

New Password*

New Password

Confirm New Password*

Confirm New Password

Title*

Title

First name*

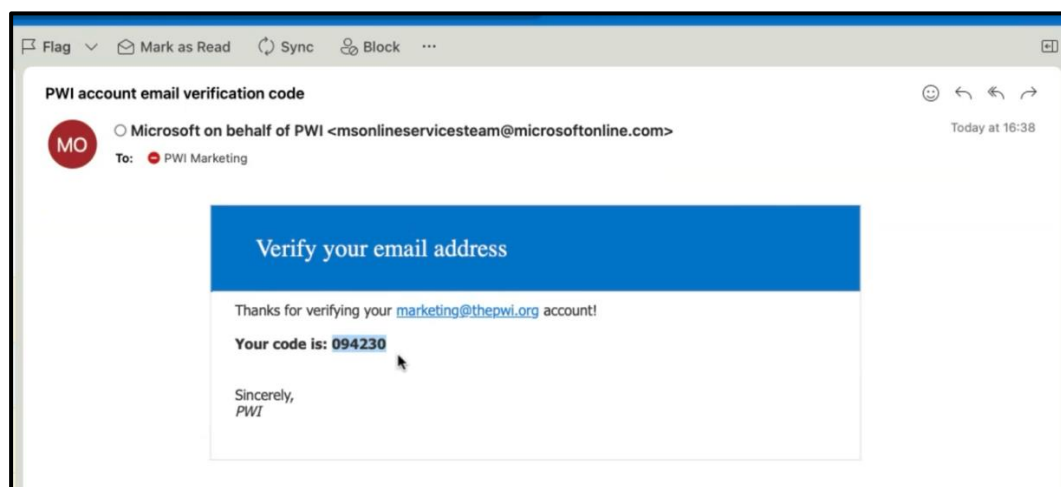
First name

Surname*

Surname

Mobile Phone*

Step 3: Input the code sent to your email address



Step 4: Create a password for your account

User Details

Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address*

Verification Code*

[Verify code](#) [Send new code](#)

New Password*

Confirm New Password*

Title*

First name*

Step 5: Fill out all the necessary personal information fields and click Create

Ensure you have ticked all the required boxes(*)

Street Address*

Street 2*

City*

Postal Code*

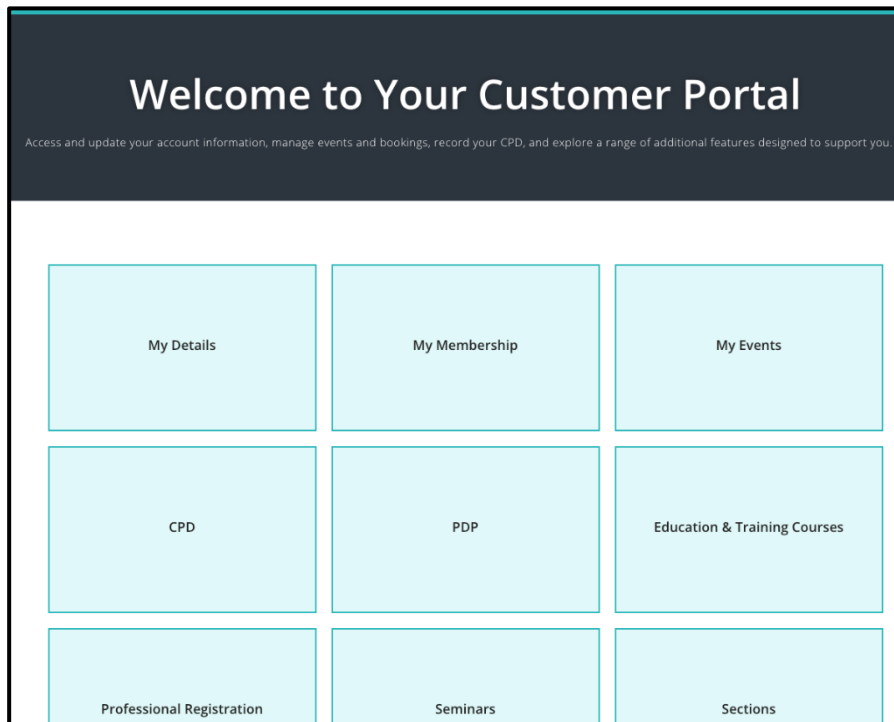
Date of Birth*

Keep me updated about all your upcoming events and services.*
☒ Yes ☐ No

By creating an account you agree to our [terms and conditions](#), and we will process your details in accordance with our [Privacy](#) and [Cookie Policy](#)

[Create](#) [Cancel](#)

Step 6: You are now logged into our system and will be directed to the portal page
Here you can access your account information, manage event bookings, record your CPD/PDP and much more



Step 7: Finally, we recommend that you click on "My Details" and check that the information we hold for you is correct.

WELCOME TestI
 MEMBERSHIP NUMBER
 102668

Test Testy

Details
 Membership
 Payments
 Events
 PDPs
 CPD Activities
 Exports

Personal Details

First name *
 Test

Last name *
 Testy

Title *

Primary email *
secretary+6@thepwi.org

Personal Email

Work email

Mobile phone *

Telephone

Happy to receive PWI emails?
☐ No ☒ Yes

Opt out of paper Journals
☒ No ☐ Yes

Section
 ✕ 🔍

Additional Section
 ✕ 🔍

[Next Page](#)

Please note: If you see a message indicating you don't have an active membership, and you believe this is incorrect, please contact our Membership team at secretary@thepwi.org as it is possible you haven't signed in using your primary email address.

 THE PWI

MY ACCOUNT - WHAT'S ON KNOWLEDGE HUB SHOP John Smith -

WELCOME John!
GUEST

John Smith

Details
Membership
Payments
Events
PDPs
CPD Activities
Exports

Next Page

Personal Details

You currently don't have an active membership. Click on Membership to sign up or re-join today.

First name * John	Last name * Smith
Title * Mr	Primary email * marketing@thepwi.org
	Secondary email
Mobile phone * 07980345198	Telephone Provide a telephone number
Happy to receive PWI emails? ☐ No ☒ Yes	Opt out of paper Journals ☒ No ☐ Yes