

HOW TO CHANGE YOUR PERSONAL DETAILS ON THE MEMBER ZONE

Only **Active PSSA members** can access the Member Zone.

1. Once you have accessed the Member Zone and logged in with your ID number **or** M-number and your password. The page with your member details will open.
2. Change anything (except your honours) on your member detail page by clicking on the Update member info button towards the bottom of all your details.

A green rectangular button with rounded corners containing the text "Update Member Info" in white.

3. Your email address can also be changed by clicking on the Change button right next to the email field.

A green rectangular button with rounded corners containing the text "Change" in white.

4. Whilst you are at it, **please provide a delivery address** in case PSSA needs to courier anything to you. Post office deliveries to PO Box addresses have failed us in the past. Then submit your changes by clicking on the Submit Changes button.

A pink rectangular button with rounded corners and a thin pink border, containing the text "Submit Changes" in pink.

You should see the changes that you made immediately after submitting them.

5. You can now also click on the latest IMAGE magazine on the same page to read it online. Older IMAGE magazines can be found under the e-Image Archive button.

A green rectangular button with rounded corners containing the text "e-Image Archive" in white.

6. Remember to **LOGOUT** on the left of the page

