Quick USer Guide - IAESL

New Member Registration Process

To register as a member, please follow the steps below

1. Visit <u>http://iaesl.lk</u> and click Apply for Membership button.



2. Read Membership guidelines and prerequisites and click Accept button



3. You'll be landed on the membership application form. Fill in the Personal information and submit the application. You can also fill in Employment details, Academic qualifications, professional qualifications and submit. If you only fill in the personal qualification, you have to fill the rest later before submitting the application. Submit the application.

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4. You will receive a verification email that you can create a login account/profile with a password. Click Verify Email address button in the email.





5. You'll be taken to the password creation page. Create a password that you can remember



6. Now you can login to your member login account anytime by clicking the login button.
Enter your user name and the password to login
Username is your email address
Password you have just created

Once you log in, you'll see a screen like the one below

The red marks show that you have to fill that information before submitting the application for review. Click any of the links and complete your profile by filling in Employment details, Academic qualifications, professional qualifications etc. and update your profile



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	Postal Code	NIC*	Date of birth*	
	1100	123123123v	2023-05-10	
	Telephone (Residential)	Mobile*	Whatsapp Numbe	er*

7.Click the Member menu to switch between your profile and dashboard

8. On your member profile page, click Payment Detail tab to make the application payment. Click the Pay Online button to make the payment online or you can upload your payment receipt if you have paid to the bank.

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9. If y	you choose to u	pload the receipt	you will see a screen	like the one below.
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10. You'll see a success message with payment status as pending until the treasurer verifies your payment.

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11. Return to your dashboard and click the Submit Application button.

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	 Personal Details Employment Details Academic Qualifiacations Professional Qualifiacations Application Processing Fee 	and the second s
	Submit Application	

12. You will see a message that your application has been submitted. You'll hear from IAESL once your application has been reviewed and an interview is scheduled if required.



13. When the interview is scheduled you'll receive an email like the following.

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Appointment Reminder							
Link	online						
Appointment Date:	2023-05-30						
Appointment Time:	10:00 AM						
Message:	We have reviewed your application and we would like to scheduled an interview for you.						
	© iaesl.tutovp.com						

14. Once your membership is assigned, you can download an e-copy of your Membership letter and the certificate on your profile under the Member Documents tab.

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