



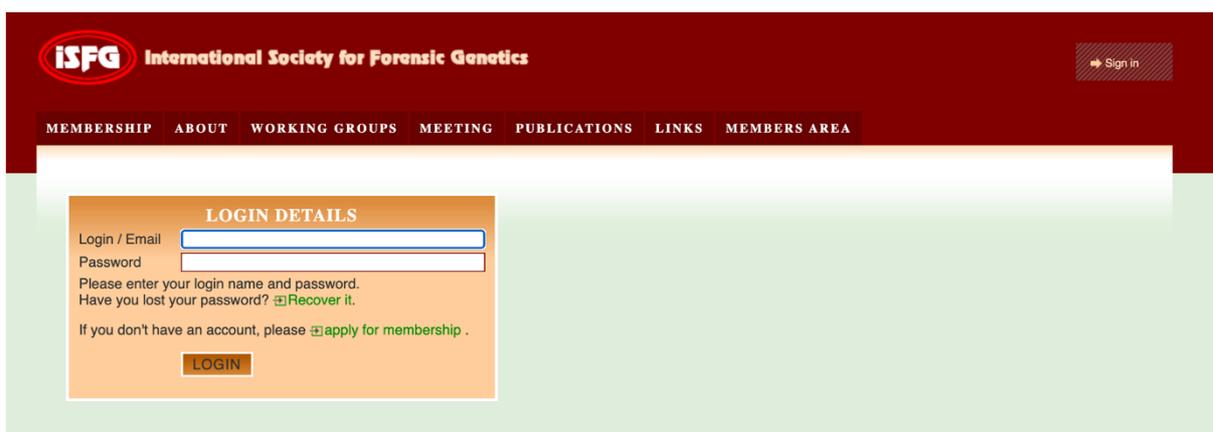
## INSTRUCTIONS FOR ACCESSING AND MANAGING THE MEMBER PROFILE ON THE WEB

### HOW TO ACCESS YOUR MEMBER PROFILE PAGE

1. Open the ISFG webpage at <https://www.isfg.org/>
2. On the top right-hand corner, click on "Sign in"



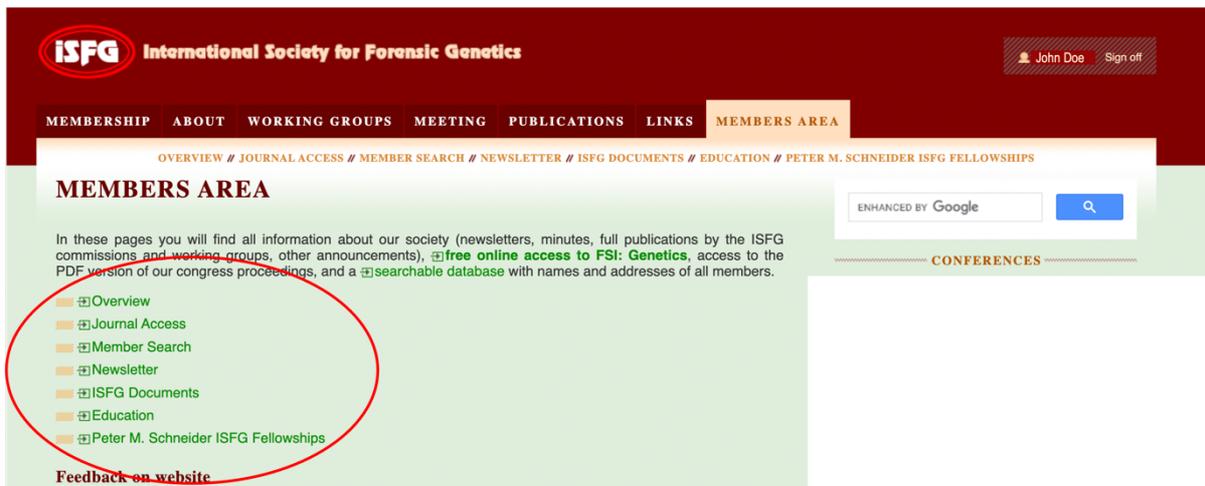
3. The login page opens. Place your email address (or login name) and your password. Click OK. If you do not remember your self-selected password, you may request a new one by using the option "Recover it" from the login screen.



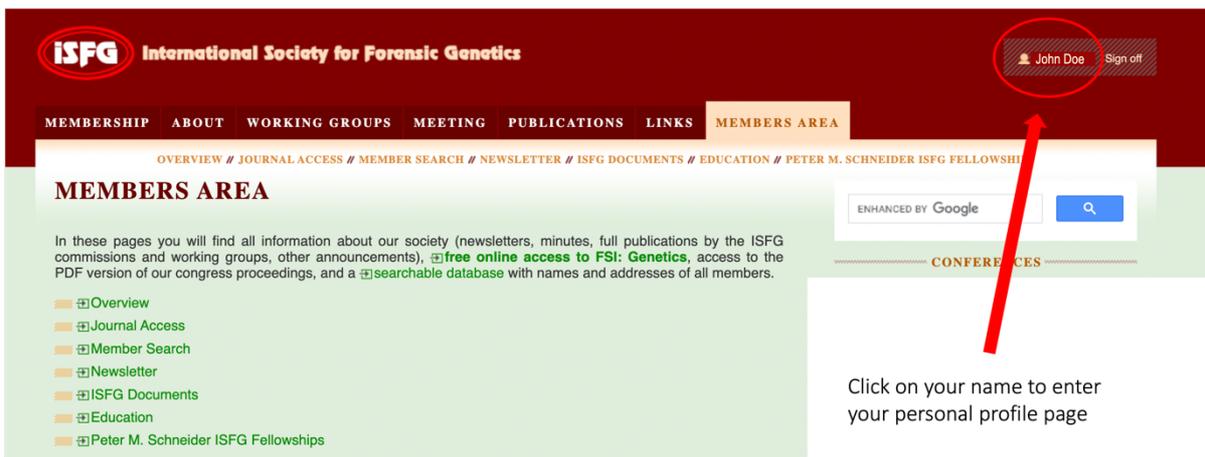


## MANAGING YOUR MEMBER PROFILE PAGE

1. After successful login, a new page will open with access to the members area. In this section, you have access to documents and information restricted to ISFG members, namely online journal access to FSI Genetics, Newsletters, Fellowships, etc.



2. To access your personal profile page, you must click on your name on the top right-hand corner of this webpage.



Click on your name to enter your personal profile page



3. On your profile page you will find information regarding payment of your fees. Here, you may download the receipts from previous payments. Also, if you have fees due, you will see the following message with a link to proceed with the online payment: “Pay your annual membership fee for “year”, which is EUR XX.00”. Please note that payment of fees may also be carried out by bank transfer. Please read all the available information on this webpage, carefully.

MEMBERSHIP ABOUT WORKING GROUPS MEETING PUBLICATIONS LINKS MEMBERS AREA

## JOHN DOE

This is your ISFG member profile. Please keep all information and especially your **email** and your **postal address** up-to-date. To do so, click on the text of the appropriate field and edit your details in the box that appears.

The **coloured bullets** in front of every field denote the online visibility level of your profile: **red** for private (only you), **yellow** for ISFG member-only and **green** for everybody. To alter, click at the bullet until it changes to the requested level. The bullets for some fields like *Member ID* cannot be changed.

**Payment of membership subscription – you have two options:**

- Use our direct **credit card payment** system. Please click on the payment link below. You will be redirected to a secure bank website where you can carry out your payment (please note that the language of the bank website can be changed by clicking on the box "Sprache: Deutsch"). After completion, you will receive an email with a confirmation of your payment, and a PDF document with a detailed printed receipt. **PLEASE NOTE:** the receipt is only produced after credit card payment.
- Alternatively, you may pay by bank transfer to: Deutsche Bank D-48143 Münster, Account No: 0 157 651, Code 400 700 24, IBAN: DE 72 4007 0024 0015 7651 00, BIC: DEUT DE DB 400. **Clearly indicate your FULL NAME, MEMBER ID and corresponding FEE (year) and send the bank transfer confirmation by email to [board@isfg.org](mailto:board@isfg.org). If this procedure is not undertaken, your payment may not be allocated and therefore considered as not performed. PLEASE NOTE:** the receipt is only produced after confirming the operation in the bank and registered in your member profile.

If you have questions or problems, please contact [board@isfg.org](mailto:board@isfg.org).

**Please note:** If your application is received before October 1<sup>st</sup> of each year, then the full fee for this year has to be paid. If the application is received after this date, then the membership and payment starts on January 1<sup>st</sup> of the following year.

Download the receipt(s) of your payment(s) of your membership fee(s) for: [2004](#), [2005](#), [2006](#), [2007](#), [2008](#), [2009](#), [2010](#), [2011](#), [2012](#), [2013](#), [2014](#), [2015](#), [2016](#), [2017](#), [2018](#), [2019](#), [2020](#), [2021](#), [2023](#)

4. If you scroll down this webpage, your personal information is shown. Here you can edit and update your personal information and decide what may be displayed to others.
5. Finally, if you wish to cancel your membership, you can do so by clicking the link on the bottom of your personal profile page (on the sentence “I want to cancel my ISFG membership.”)

If you have problems accessing your profile page, please send an email to [board@isfg.org](mailto:board@isfg.org).