

## User Guide for PSS Online Membership Renewal

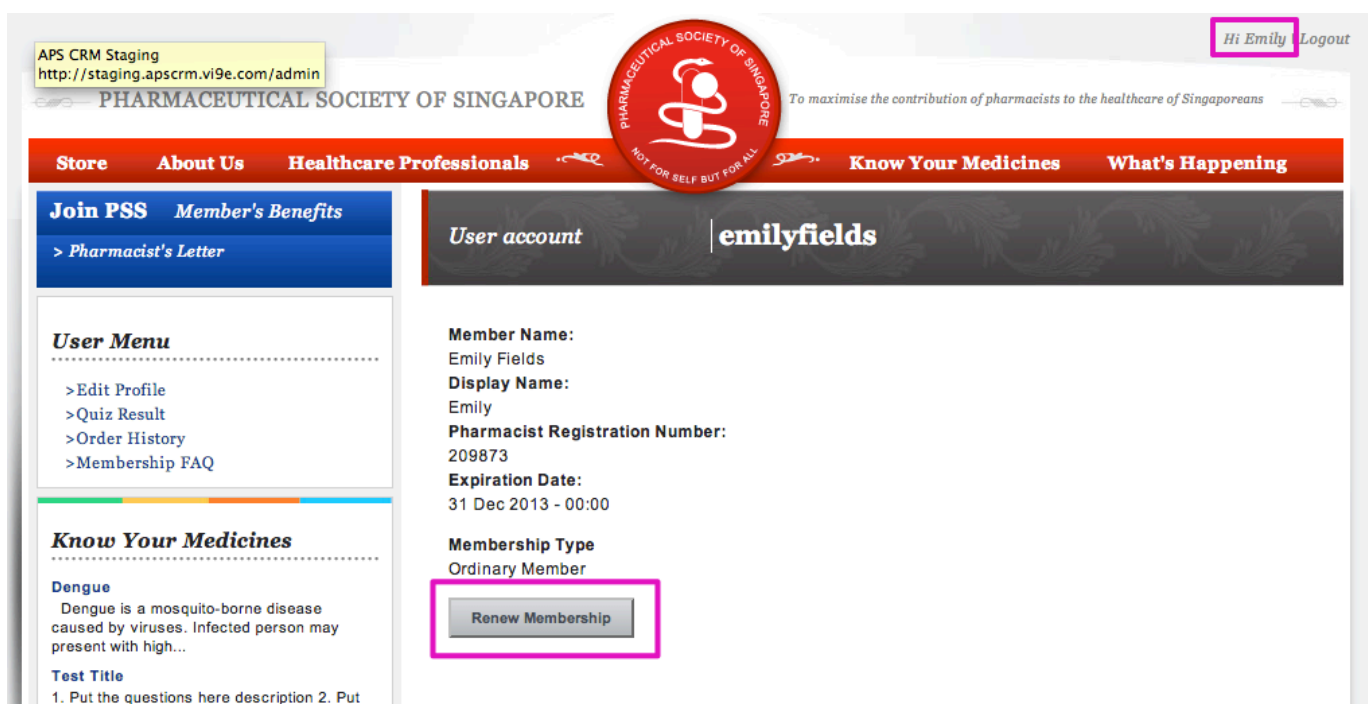
### Membership Renewal

To log in, go to [www.pss.org.sg](http://www.pss.org.sg) and enter your 5-digit PSS membership number at the Member's login area. This number can be found on your membership card. Enter your password. If you have forgotten your password, please click on the grey wordings "Request new password". You will be prompted to enter your email and a new password will be sent to you.



The screenshot shows the homepage of the Pharmaceutical Society of Singapore (PSS). The header includes the PSS logo and the tagline "To maximise the contribution of pharmacists to the healthcare of Singaporeans". The navigation menu includes "About Us", "Healthcare Professionals", "Store", "Know Your Medicines", and "What's Happening". The main content area features a "Join PSS" section with a "Member's Login" form. The form has fields for "ID" and "Password", and a "login" button. A blue arrow points to the "Request new password" link next to the "Member's Login" text. Below the login form is a "Know Your Medicines" section with news items about Pharmacy Week 2014, H7N9, and Dengue Alert. A large banner for the "110th Anniversary" is also visible.

After you have successfully logged in, you will see the page below.



The screenshot shows the user account page for "emilyfields". The header includes the PSS logo and the tagline "To maximise the contribution of pharmacists to the healthcare of Singaporeans". The navigation menu includes "Store", "About Us", "Healthcare Professionals", "Know Your Medicines", and "What's Happening". The main content area features a "User account" section with the following details:

- Member Name:** Emily Fields
- Display Name:** Emily
- Pharmacist Registration Number:** 209873
- Expiration Date:** 31 Dec 2013 - 00:00
- Membership Type:** Ordinary Member

A "Renew Membership" button is highlighted with a pink box. The "User Menu" section includes links for "Edit Profile", "Quiz Result", "Order History", and "Membership FAQ". The "Know Your Medicines" section includes a "Dengue" alert and a "Test Title" section.

1. For memberships that are near expiring or expired, the “Renew Membership” button will be displayed when you log in. If the above page does not display, click on “Hi xxxx” on the top right hand corner to reach the above page
2. Click on “Renew Membership” button.
3. Complete the payment using paypal. If you have an existing paypal account, log in to complete payment. If you do not have an existing account, you can create one following the instructions on the paypal page. If you do not wish to create a paypal account, you can still make payment with your credit card by completing the fields shown below.

### Pharmaceutical Society of Singapore

**Your order summary**

Descriptions	Amount
<b>Ordinary Membership</b> Item number: M1 Item price: \$120.00 Quantity: 1	\$120.00
<b>Item total</b>	<b>\$120.00</b>
<b>Total \$120.00 SGD</b>	

**Choose a way to pay**

**Pay with my PayPal account** **PayPal**

Log in to your PayPal account to complete the purchase

**Pay with my debit or credit card**

(Optional) Sign up for PayPal for faster checkout in future

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Country Singapore

Card number

Payment types

Expiry date mm / yy  /

CSC

[What is this?](#)

**Billing Information**

Surname

Given name

Address line 1

Address line 2 (optional)

Postcode

**Contact Information**

Telephone (+65)

Email

4. Upon completion of payment, membership expiration date will be extended to the end of the year (last day of December each year)
5. The receipt of payment will be sent to your email (email address that you registered with PSS)