

Get to Know Your Member Account

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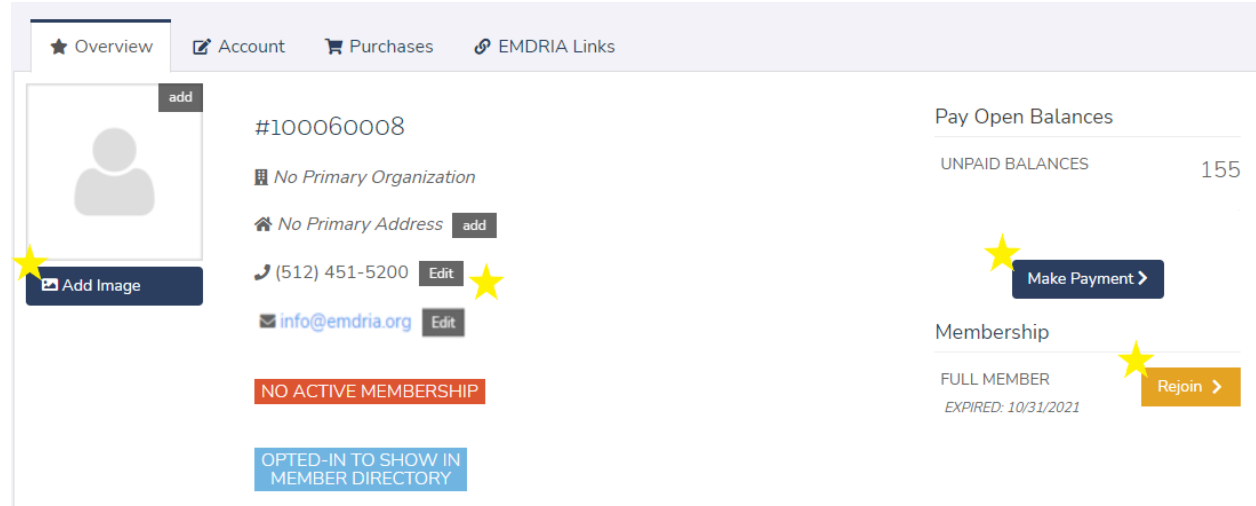
Get to Know Your Member Account

My Account

After you log in, if you are not directed to your membership account, click on “My Account” located in the top right side of the EMDRIA Homepage



Overview Tab



From the Overview Tab, you can:

- Renew your membership
- Pay an open balance
- Edit your primary address, phone number and email address
- Upload a photo

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Account Tab

Personal Info

This is where you can:

- Indicate your communication preference with EMDRIA staff
- Opt-in to the Find an EMDR Therapist Directory (Full Members Only)

★ Overview Account Purchases EMDRIA Links

Personal Info

Contact Info

Committees

Change Password

Prefix: Prefix

First Name: * First Name

Middle Name: Middle Name

Last Name: * Last Name

Preferred First Name: Preferred First Name

Suffix: Suffix

Gender: Gender

Preferred Communication Method: Unknown


Show In Directory:

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- Update EMDRIA Member information
- Opt-in or out of commercial emails


EMDRIA Member Information

Information in this section is used internally by EMDRIA staff. It is not shared publicly or with other members and does not appear in the online directory.

Birthdate: 

Have you completed an EMDRIA Approved EMDR Training?: *

EMDR Training Completion Date: 

 When do you plan on becoming certified in EMDR?:

Primary Profession:

Secondary Profession(s):

- Marriage and Family Therapy
- Medicine
- Nursing
- Professional Counseling
- Psychology
- Social Work
- Other
- Marriage and Family Therapy
- Medicine
- Nursing
- Professional Counseling
- Psychology
- Social Work
- Other

License Type:

License Number:

Jurisdiction State:

Practice Setting:

Race / Ethnicity:

Referral Source:

Commercial Emails Opt-In: *

- Fill out your Find an EMDR Therapist Directory listing information (**Full Members Only**), including your directory email address and your professional information. Link to more detailed information about directory listings: [Directory Profile Information - EMDR International Association \(emdria.org\)](https://www.emdria.org/directory-profile-information)

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Contact Info

This is where you can add or update your address, phone number, email address, and web links.

★ Overview **Account** 🛒 Purchases 🔗 EMDRIA Links

👤 Personal Info **✉ Contact Info** 🏢 Committees 🔒 Change Password

🏠 Addresses 📞 Phone Numbers ✉ Email Addresses 🔗 Web Links

Add New Address +

1 [1 to 2 out of 2 records] ⌵

Y-N

| Address | Type | Primary ▼ | Linked | Ship To | Edit |
|--|------|-----------|--------|---------|-------------|
| 1 7000 N Mopac Expy Ste 200 Austin, Texas 78731-3013 United States 🇺🇸 | Work | ✓ | | | Edit |
| 1 123 Home Address Austin, Texas 78731 United States 🇺🇸 | Home | | | | Edit |

Shipping

Get to Know Your Member Account




Addresses

You may have multiple addresses in your account and can designate an address type, such as home, work, or other. If you have a Find an EMDR Therapist directory listing, only addresses designated as “Work” will appear in your listing.

Shipping Address:


All members should have a shipping address. Your shipping address can be any type of address but most often is your home address. Home addresses will not be published in the directory. EMDRIA will use this address if we need to send you anything by mail.

Add Address














| | |
|---|--|
| i Ship To (Override): | <input type="text"/> |
| i Country: * | United States ▼ |
| i Address: * |  Home ▼  123 Home Address |
| i Address Line 2: | <input type="text" value="Address Line 2"/> |
| i City, State/Province, Zip/Postal Code: * | Austin Texas ▼ 78731 |
| i Save as Primary Address: | <input type="checkbox"/> |
| i Save as Preferred Billing Address: | <input type="checkbox"/> |
| i Save as Preferred Shipping Address: |  <input checked="" type="checkbox"/> |

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Find an EMDR Therapist Directory Listing Address: *For Full Members Only

To show up in the location search, you must have an address for your directory listing. You can add an address for your directory listing by selecting “Work” as the address type. You can have more than one address listed in your account. Only addresses marked “Work” will be published in the directory and used for the search function. After saving, be sure your address has a little  icon next to it. This indicates that the location search function will find it.

Add Address

| | |
|---|--|
|  Ship To (Override): | <input type="text"/> |
|  Country: * | United States  |
|  Address: * | Work    123 Directory Address |
|  Address Line 2: | <input type="text" value="Address Line 2"/> |
|  City, State/Province, Zip/Postal Code: * | Austin Texas  78731 |
|  Save as Primary Address: | <input type="checkbox"/> |
|  Save as Preferred Billing Address: | <input type="checkbox"/> |
|  Save as Preferred Shipping Address: | <input type="checkbox"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

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Phone Numbers

Primary Phone Number:

Your primary phone number will appear on the overview tab of your account and be the main number you are contacted at. You may also add a home and/or cell phone number that could be used by EMDRIA staff to contact you.

Directory Listing Phone Number: *For Full Members Only

The phone number for your directory listing will be the one that is marked as "Work" and "Save as Primary Phone". Your listing may only have one phone number.

Add Phone Number



i Phone Type: *

★ Work

i Country:

United States

i Phone Number: *

+ 1

i Extension:

★ **i** Save as Primary Phone:

Save Cancel

Get to Know Your Member Account

Email Addresses

Primary Email

Your primary email address will be the email that EMDRIA uses to communicate with you. We recommend using a personal or work email that is not a general email box (such as hello@MyCompany.com) because our automated email system will not allow us to send you email.

Login Email

This email address will be the email address that you use to log in with. It can be your primary email or a different one.


Add Email Address



i Email Type: *

Email Type ▼

i Email Address: *



i Save as Primary:

i Use this Email Address to Login

★ **Save** **Cancel**

Directory Email (Full Members Only)

The email used to send you referrals from your directory listing is **not** located in this section of your account. You need to go to the Personal Info section to add a directory email address. Your directory email is not visible to the public and you may use any email you want for this purpose.

Get to Know Your Member Account

Web Links

You can add various links to your profile. The link name will be displayed as the Type chosen (Website, Facebook, Instagram, ect.). You may only have one of each type of link.

The screenshot shows the 'Web Links' section of a member account. At the top, there are navigation tabs: 'Overview', 'Account', 'Purchases', and 'EMDRIA Links'. Under the 'Account' tab, there is a sidebar with options: 'Personal Info', 'Contact Info', 'Committees', and 'Change Password'. The 'Web Links' section is active, showing a sub-navigation bar with 'Addresses', 'Phone Numbers', 'Email Addresses', and 'Web Links'. Below this is a button 'Add New Web Link +' and a table with columns 'Type', 'Url', and 'Edit'.

Committees

If you belong to an EMDRIA committee, you will see it listed here. If you would like more information on how to get involved by serving on a committee or other volunteer opportunities, please contact info@emdria.org.

The screenshot shows the 'Committees' section of a member account. At the top, there are navigation tabs: 'Overview', 'Account', 'Purchases', and 'EMDRIA Links'. Under the 'Account' tab, there is a sidebar with options: 'Personal Info', 'Contact Info', 'Committees', and 'Change Password'. The 'Committees' section is active, showing sub-navigation tabs: 'Active Committees', 'Inactive Committees', and 'Nominations'. Below this is a table with columns: 'Name', 'Representing', 'Position', 'Start Date', 'End Date', and 'Edit'. The table contains one record: 'BOARD - Leadership Committee' with 'Staff Coordinator' as the position and '1/1/2022' as the start date. There is also a pagination control showing '1' of '1 to 3 out of 3 records' and an 'Export' button.

| Name ▲ | Representing | Position | Start Date | End Date | Edit |
|------------------------------|--------------|-------------------|------------|----------|------|
| BOARD - Leadership Committee | | Staff Coordinator | 1/1/2022 | | |

Get to Know Your Member Account

Change Password

If you are logged in, you can change your password from your account.

The screenshot shows the 'Change Password' page within a member account. At the top, there is a navigation bar with tabs for 'Overview', 'Account', 'Purchases', and 'EMDRIA Links'. The 'Account' tab is active. On the left, a sidebar menu lists 'Personal Info', 'Contact Info', 'Committees', and 'Change Password' (which is highlighted in orange). The main content area is titled 'Change Password' and contains three password input fields: 'Old Password: *', 'New Password: *', and 'Confirm Password: *'. Each field has a small eye icon to toggle visibility. Below the fields, there is a text instruction: 'If you do not know your old password, please click on the "Email Link to Reset Password". You will receive an email with a link that will allow you to change your password without having to enter your old password.' At the bottom of the form, there are two buttons: 'Change Password' and 'Email Link to Reset Password'.

If you are not logged in and don't remember your password, you can use the link on the login page to reset it. The reset email will be sent to your login email. If you no longer have access to that email account, please contact EMDRIA at info@emdria.org for assistance.



The screenshot shows the login page with a dark blue background. At the top, it says 'Login to your account' with a question mark icon. Below this is the instruction 'Enter your email and password below to login.' There are two input fields: 'Email' and 'Password'. Below the 'Password' field is a 'Remember Me' checkbox and a 'Login' button. Underneath, there is a link for 'Forgot your password?' with a question mark icon. A yellow star icon is placed next to the text 'Click here to reset your password.' At the bottom, there is a link for 'Don't have an account yet? Create an account.' and a copyright notice: '© 2022 - EMDR International Association'.

Get to Know Your Member Account

Purchases Tab

The purchases tab is where you can find your receipts, print your membership ID card, and download your certification certificate.

Invoices/Receipts

When a payment is made to EMDRIA, an invoice will be created in your account. You can download a pdf copy or view the details of your receipt/payment.

★ Overview Account **Purchases** EMDRIA Links

- Orders
- Invoices**
- Payments
- Memberships
- Subscriptions
- Advertising
- Events
- Merchandise
- Certifications
- Sponsorships
- Donations

[1] [1 to 12 out of 12 records]

| Number | Main Item | Total | Balance | Created On | Cancelled On | PDF | View |
|--------|--|--------|---------|--------------------|--------------|-----|----------------------|
| 353201 | Test Product | \$5.00 | \$0.00 | 9/22/2021 11:18 AM | 9/22/2021 | | View |
| 309151 | EMDRIA Virtual Conference 2021 (Spanish) | \$0.00 | \$0.00 | 8/2/2021 2:14 PM | 8/12/2021 | | View |
| 309141 | EMDRIA Virtual Conference 2021 (Spanish) | \$0.00 | \$0.00 | 8/2/2021 2:11 PM | 8/2/2021 | | View |
| 309121 | EMDRIA Virtual Conference 2021 (English) | \$0.00 | \$0.00 | 8/2/2021 2:05 PM | 8/12/2021 | | View |

Memberships/ID Card

View current membership status and download your membership card

★ Overview Account **Purchases** EMDRIA Links

- Orders
- Invoices
- Payments
- Memberships**
- Subscriptions
- Advertising
- Events
- Merchandise
- Certifications
- Sponsorships
- Donations

Active Memberships Inactive Memberships

Memberships

[1] [1 to 1 out of 1 records]

| Type | Join Date | Effective Date | Expire Date | View | ID Card | Renew |
|-------------|------------|----------------|-------------|-------------------------|---------|-------|
| Full Member | 28/07/2000 | 01/04/2022 | 31/03/2023 | Details | | |

Get to Know Your Member Account

Certifications/Certificate

View certification status, manage applications, or download your certificate.

The screenshot shows a dashboard with a navigation menu on the left and a main content area. The navigation menu includes: Overview, Account, Purchases, Documents, EMDRIA Links, Orders, Invoices, Payments, Memberships, Subscriptions, Advertising, Events, Merchandise, **Certifications** (highlighted), Sponsorships, and Donations. The main content area has tabs for Completed Certifications, Pending Certifications, and Inactive Certifications. Below these is an Applications section with a table showing one record. The table has columns for Certification Name, Start Date, End Date, Manage, Certificate (with a yellow star icon), and View. The record is for 'EMDR Certified Therapist' with a start date of 12/1/2020 and an end date of 11/30/2022. There are buttons for Manage, Certificate (download icon), and View. A pagination bar shows '1' out of 1 records.

Subscriptions

Printed Journal of EMDR Practice and Research Subscription information can be found here if you have purchased a subscription. Subscriptions can be purchased [here](#) on the EMDRIA website.

The screenshot shows a dashboard with a navigation menu on the left and a main content area. The navigation menu includes: Overview, Account, Purchases, Requests, Tasks, Documents, EMDRIA Links, Orders, Invoices, Payments, Memberships, **Subscriptions** (highlighted), Advertising, Events, and Merchandise. The main content area has tabs for Active Subscriptions and Inactive Subscriptions. Below these is a table showing one record. The table has columns for Type, Join Date, Effective Date, Expire Date, Quantity, View, and Renew. The record is for 'Printed Copy - Journal of EMDR Practice & Research' with a join date of 1/28/2022, an effective date of 1/1/2022, and an expire date of 12/31/2022. There is a 'Details' button in the View column. A pagination bar shows '1' out of 1 records and an 'Export' button.

Get to Know Your Member Account

Events

This is where you can find a record of your conference registration and payment information

Registered Events

| Name | Registrant Name | Registered On | Start/End Date | Cancelled On | View |
|--|---------------------------|---------------|--|--------------|-------------------------|
| EMDR Virtual Conference 2021 (English) | Green, Kermit (test user) | 8/2/2021 | Saturday, November 6, 2021 9:30 AM Sunday, November 14, 2021, 3:00 PM (CST) | 8/12/2021 | Details |
| EMDR Virtual Conference 2020 | Green, Kermit (test user) | 9/3/2020 | Saturday, September 26, 2020 9:30 AM Sunday, October 4, 2020, 3:00 PM (CST) | | Details |

Merchandise/On Demand Education

Contains a payment record of purchased EMDRIA OnDemand courses

Purchases

| Name | Quantity | Purchased On | Cancelled On | View |
|---|----------|--------------|--------------|-------------------------|
| Demystifying and Humanizing Dissociation in EMDR Therapy Practice | 1 | 12/2/2020 | | Details |
| Utilization of EMDR Therapy with Grief and Mourning | 1 | 12/2/2020 | | Details |
| What's Ethics Got to Do with It? Ethical Issues in EMDR Therapy | 1 | 12/2/2020 | | Details |
| What's Ethics Got to Do with It? Ethical Issues in EMDR Therapy | 1 | 12/1/2020 | | Details |

Get to Know Your Member Account

Miscellaneous

Orders = an order would be created by EMDRIA staff to allow someone to pay for something (usually b/c the person is having trouble purchasing it on their own). When payment is made on an order, a corresponding invoice is then automatically created in your account.

| Number | Main Item | Total | Balance | Created On | Cancelled On | PDF | View |
|--------|---|--------|---------|-------------------|--------------|-----|----------------------|
| 144380 | Demystifying and Humanizing Dissociation in EMDR Therapy Practice | \$0.00 | \$0.00 | 12/2/2020 9:30 AM | | | View |
| 144310 | Utilization of EMDR Therapy with Grief and Mourning | \$0.00 | \$0.00 | 12/2/2020 8:49 AM | | | View |
| 144230 | What's Ethics Got to Do with It? Ethical Issues in EMDR Therapy | \$0.00 | \$0.00 | 12/2/2020 8:13 AM | | | View |
| 142450 | What's Ethics Got to Do with It? Ethical Issues in EMDR Therapy | \$0.00 | \$0.00 | 12/1/2020 9:26 AM | | | View |

Payments = record of payments made on invoices and more details.

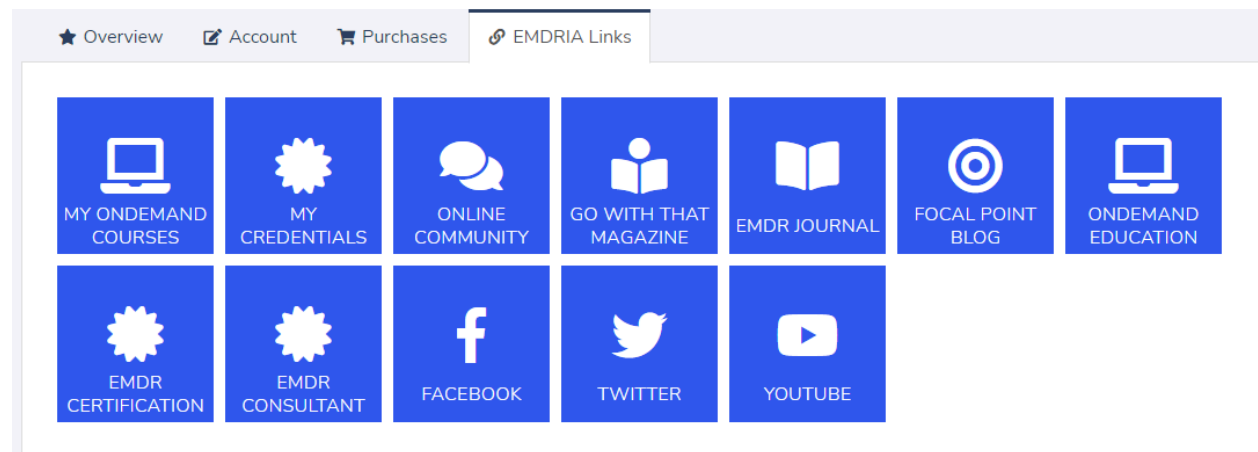
| Number | Amount | Payment Method | Payment Date | Canceled Date | Void Date | View |
|--------|--------|----------------|--------------------|---------------|-----------|-------------------------|
| 265242 | \$5.00 | Visa | 9/22/2021 11:18 AM | 9/22/2021 | | Details |

Sponsorships - will be useful for those who purchase conference sponsorships

Donations-will show any donations to the EMDRIA Foundation

Get to Know Your Member Account

EMDRIA Quick Links Tab



This tab contains quick links to:

- My OnDemand Courses (access your purchased courses)
- My Credentials (view your certification status/applications/certificate)
- EMDRIA Online Community Homepage
- Go With That Magazine
- Journal of EMDR Practice and Research
- Focal Point Blog
- OnDemand Education (explore courses available in the course catalog)
- General EMDR Certification Info
- General EMDR Consultant Info
- EMDRIA's Social Media pages