# Get to Know Your Member Account

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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)
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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:
- Place / 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)](emdria.org)
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Contact Info
This is where you can add or update your address, phone number, email address, and web links.
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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

<table>
<thead>
<tr>
<th>Ship To (Override):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: *</td>
</tr>
<tr>
<td>United States</td>
</tr>
<tr>
<td>Address: *</td>
</tr>
<tr>
<td>Home 123 Home Address</td>
</tr>
<tr>
<td>Address Line 2:</td>
</tr>
<tr>
<td>City, State/Province, Zip/Postal Code: *</td>
</tr>
<tr>
<td>Austin Texas 78731</td>
</tr>
<tr>
<td>Save as Primary Address:</td>
</tr>
<tr>
<td>Save as Preferred Billing Address:</td>
</tr>
<tr>
<td>Save as Preferred Shipping Address:</td>
</tr>
</tbody>
</table>

Save  Cancel
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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

[Form]

- Ship To (Overide): [Input]
- Country: [Dropdown] United States
- Address: [Input] Work [Icon] 123 Directory Address
- Address Line 2: [Input]
- City, State/Province, Zip/Postal Code: [Input] Austin, Texas 78731
- Save as Primary Address: [Checkbox]
- Save as Preferred Billing Address: [Checkbox]
- Save as Preferred Shipping Address: [Checkbox]

[Buttons] Save, 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

- **Phone Type:** Work
- **Country:** United States
- **Phone Number:** +1
- **Extension:**
- **Save as Primary Phone:**

[Save] [Cancel]
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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

- Email Type: *
  - Email Type
- Email Address: *
  - Email Address
- Save as Primary:
  - Save as Primary
- Use this Email Address to Login
  - Use this Email Address to Login

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

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

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.
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**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.

**Memberships/ID Card**

View current membership status and download your membership card.
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**Certifications**
View certification status and manage applications.

You can find more information about certification [here](#).

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**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.
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Events

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

Merchandise/EMDRIA OnDemand Education

Contains a payment record of purchased EMDRIA OnDemand Education courses.

Please note that any trainings taken from an approved provider on the EMDR Education Calendar will not be listed here. Those trainings are billed directly by the provider, and you will need to contact them for a receipt or certificate.
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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.

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

Sponsorships - will be useful for those who purchase conference sponsorships

Donations - will show any donations to the EMDRIA Foundation
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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