

Get to Know Your Member Account

Contents

My Account	2
Overview Tab	2
Account Tab	3
Personal Info	3
Contact Info.....	5
Addresses	6
Phone Numbers	8
Email Addresses	9
Web Links	10
Committees.....	10
Change Password.....	11
Purchases Tab	12
Invoices/Receipts	12
Memberships/ID Card.....	12
Certifications.....	13
Subscriptions.....	13
Events.....	14
Merchandise/EMDRIA OnDemand Education	14
Miscellaneous	15
EMDRIA Quick Links Tab	16

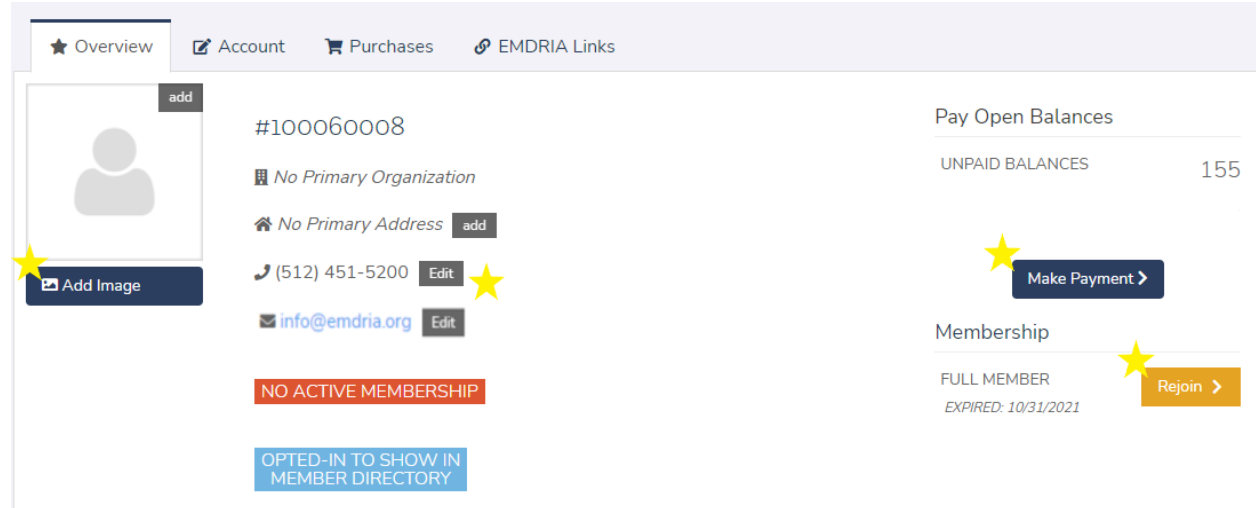
Get to Know Your Member Account

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




Get to Know Your Member Account


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:	<input type="text" value="Prefix"/>
 First Name: *	<input type="text" value="First Name"/> 
 Middle Name:	<input type="text" value="Middle Name"/>
 Last Name: *	<input type="text" value="Last Name"/>
 Preferred First Name:	<input type="text" value="Preferred First Name"/> 
 Suffix:	<input type="text" value="Suffix"/>
 Gender:	<input type="text" value="Gender"/>
  Preferred Communication Method:	<input type="text" value="Unknown"/>
  Show In Directory:	<input type="checkbox"/>

Get to Know Your Member Account


- 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: * No

- 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)

Get to Know Your Member Account

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"/>

Get to Know Your Member Account

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"/>	

Get to Know Your Member Account

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 a user interface for managing web links. At the top, there are navigation tabs: Overview, Account, Purchases, and EMDRIA Links. Under the 'Account' tab, there is a sidebar menu with options: Personal Info, Contact Info (highlighted), Committees, and Change Password. The main content area has sub-tabs: Addresses, Phone Numbers, Email Addresses, and Web Links (selected). A button labeled 'Add New Web Link +' is visible. Below it is a table with three 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 a user interface for viewing committees. At the top, there are navigation tabs: Overview, Account, Purchases, and EMDRIA Links. Under the 'Account' tab, there is a sidebar menu with options: Personal Info, Contact Info, Committees (highlighted), and Change Password. The main content area has sub-tabs: Active Committees (selected), Inactive Committees, and Nominations. Below the sub-tabs, there is a table with a header row: Name, Representing, Position, Start Date, End Date, and Edit. The table contains one row: BOARD - Leadership Committee, with Position: Staff Coordinator and Start Date: 1/1/2022. There are also controls for page 1 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's 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, 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 for EMDRIA. It has a dark blue background with white text. At the top, it says 'Login to your account' with a question mark icon. Below that, it instructs the user to '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

View certification status and manage applications.

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

★ Overview Account Purchases EMDRIA Links

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

Completed Certifications Pending Certifications Inactive Certifications

Applications

1 [1 to 1 out of 1 records]

Certification Name	Start Date	End Date	Manage	View
EMDR Certified Therapist	12/1/2020	11/30/2022	Manage	View

1

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.

★ Overview Account Purchases Requests Tasks Documents EMDRIA Links

- Orders
- Invoices
- Payments
- Memberships
- Subscriptions**
- Advertising
- Events
- Merchandise

Active Subscriptions Inactive Subscriptions

1 [1 to 1 out of 1 records] Export

Type	Join Date	Effective Date	Expire Date	Quantity	View	Renew
Printed Copy - Journal of EMDR Practice & Research	1/28/2022	1/1/2022	12/31/2022	1	Details	

Get to Know Your Member Account

Events

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

The screenshot shows the 'Events' section of a member account dashboard. At the top, there are navigation tabs: Overview, Account, Organizations, Purchases, and EMDRIA Links. On the left, a sidebar menu lists various account features, with 'Events' highlighted in orange. The main content area is titled 'Registered Events' and contains a table with two records. Each record includes the event name, registrant name, registration date, start/end dates, and a 'Cancelled On' date. A 'Details' button is provided for each event.

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/EMDR OnDemand Education

Contains a payment record of purchased EMDR 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.

The screenshot shows the 'Merchandise' section of a member account dashboard. At the top, there are navigation tabs: Overview, Account, Purchases, and EMDRIA Links. On the left, a sidebar menu lists various account features, with 'Merchandise' highlighted in orange. The main content area displays a table with four records of purchased courses. Each record includes the course name, quantity, purchase date, and a 'Cancelled On' date. A 'Details' button is provided for each course.

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.

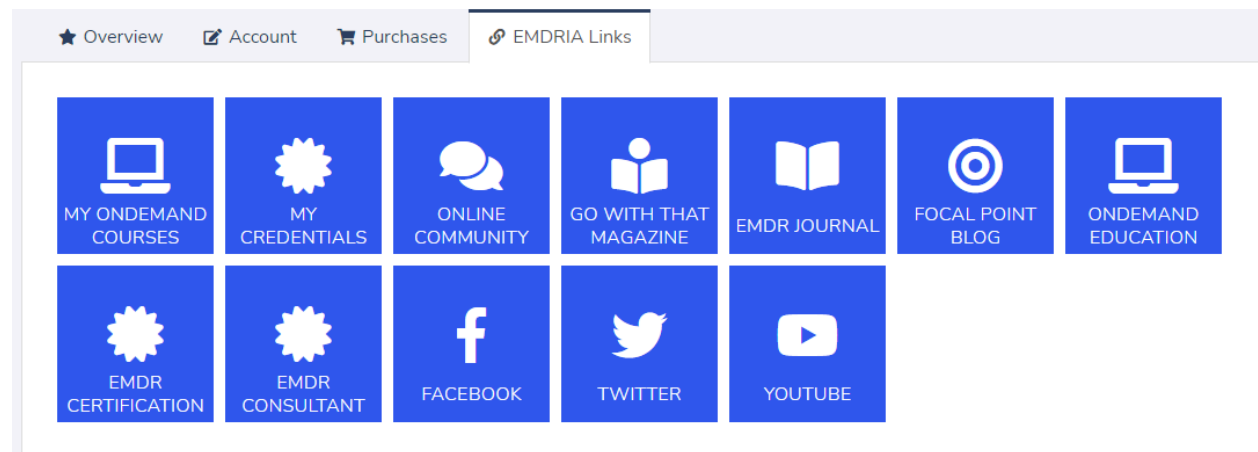
Number	Amount	Payment Method	Payment Date	Canceled Date	Void Date	View
265242	\$5.00	Visa	9/22/2021 11:18 AM	9/22/2021		Details

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