

## RENEWING MEMBERSHIPS

1. Go to [www.members.sls.com.au](http://www.members.sls.com.au)

FORGOTTEN SIGN IN

CREATE ACCOUNT

2. Enter in your Username and Password. If you have forgotten your username or password, follow the prompts on screen.
3. If you have not yet created a portal account, please click on the create account tab above.
4. Once you are logged in to your account, please select the Renew Tab

5. Click on the Renew button on the right hand of the screen.
6. Check all the details on file are correct and scroll down to the end of the document, ensuring that all of the required boxes have been checked, including parent/ guardian details for any applicants who are under 18. Once completed submit your application.

7. Once you have registered all of your members, please make payment via one of the member's portal.

**Registrations cannot be processed until full payment has been made.**

8. Please ensure your Family Name, including the first names of all members are included and that "Membership Fee" is selected from the drop down box under the Transaction Type so your payment can be reconciled with all members of your family.