



AMSPAR

AMSPAR Membership Portal Guide (MemberMojo)

Welcome

The AMSPAR membership portal is powered by MemberMojo. It allows you to manage your membership quickly and securely online.

1. Accessing Your Membership

1. Go to the AMSPAR membership portal link
2. Click **“Sign in”**
3. Enter your email address
4. Click **“Send sign-in link”**
5. Check your email and click the secure link to log in
6. Or enter your email address and password (if you do not have your password, you can still access the portal using the method stated in 5 above).

Note: You do not need a password—login links are sent to your email. This link is valid for 2 hours.

2. Viewing Your Membership

Once logged in, you can:

- Check your membership status
 - View expiry/renewal dates
 - See your membership type
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3. Updating Your Details

It's important to keep your information up to date.

1. Click **“Edit details”**



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2. Update your information (address, email, workplace, etc.)
3. Click **“Save”**
4. You may also reset your password. If you do forget your password, log in using the link option. Contact membership@amspar.org and the Membership Team will reset your password and send you a new temporary password. You can then amend this in the portal for a password of your choosing.

4. Renewing Your Membership

1. Click **“Renew”**
2. Confirm your membership type
3. Complete payment
4. You will receive confirmation by email

You may receive reminders before your membership expires. Membership renewals are available from January preceding the Membership Year. Discounts are available in January, February and March. Your membership is covered for the whole period of registration from the date of renewal.

5. Making a Payment

Payments can usually be made by:

- Debit or credit card
- PayPal account
- BACS online payment
- Standing Order

Follow the on-screen instructions to complete your payment securely.

6. New Members (Joining AMSPAR)

If you are new:

1. Click **“Join”**
2. Complete the application form
3. Submit your details and payment



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4. Wait for confirmation email

7. Troubleshooting

I didn't receive my login email

- Check your spam/junk folder
- Make sure you entered the correct email address

For all queries regarding your membership, contact membership@amspar.org

My email isn't recognised

- Contact the AMSPAR Membership Team and your access will be resolved using the email address you provide send the request. Contact membership@amspar.org

I'm having trouble logging in

- Try requesting a new sign-in link
 - Contact the AMSPAR Membership Team as above
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8. Need Help?

Contact the AMSPAR Membership Team membership@amspar.org

Key Tips

- Always use the same email address linked to your membership
- Keep your details up to date
- Renew your membership before the expiry date to avoid interruption to the continuity of your membership and to retain your membership benefits, including the use of your post nominal and designation.

Thank you for being part of the AMSPAR membership community.