How to register for the IPEd Member Portal

• If you are a member whose membership has transferred from one of the societies of editors, you will be assigned a Member Code (format M12345) but will not automatically be registered for the portal. You will need to follow the instructions below which include selecting a portal username and setting a password.

• If you have applied for Professional or Student membership and your membership is approved, you will need to follow the registration process below.

• If you have applied online for Associate or Corporate membership, you will have chosen a username in your application and will automatically be registered for the portal.

All members can reset their password at any time following the steps in the guide.

How to register for portal access

Go to https://ipedmembers.memnet.com.au/Login.aspx and click on the Register button:

You will now see this page:
Enter your Member Code (as shown on your subscription confirmation email, or your renewal invitation or the receipt you received when you joined). It begins with M.

Enter your first name, last name and post code.

Click on the blue Register button.

You will see a screen like this:

Wait for the email with your login details. (NB: it is important to keep your email address in your member record up-to-date, as it is used for all contact with you).

The email that you receive will look like this:
Dear Henry Hogwort,

We are pleased to advise that you have been added as a Registered User to IPEd Members. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: ipedmembers.memnet.com.au
Username: trowgoH

If you do not know, or cannot remember, your password, please go to http://ipedmembers.memnet.com.au/default.aspx?ctl=PasswordReset&resetToken=95e15999-c2e5-460d-9af6a6a5b0d2b92 to reset it.
Thank you, we appreciate your support...

IPEd Members

When you click on the highlighted link, you will be taken to the page where you can set or reset your password. That page is always available. You access it by clicking the Reset Password button on the MemNet login page.
Your portal username and password

This is the password reset screen:

After entering your username and then the new password twice, click the Change Password button.

Your member portal home page

You will now see your member portal home screen, like this:
In the menu on the left, there are buttons for editing you details, viewing your subscriptions and viewing your invoices. Here is an example of a member’s My Invoices page:

You can download a copy of an invoice by clicking the blue button next to it, or select an invoice to pay by ticking the Pay Invoice button and clicking the Pay Now button.

Here you can pay the invoice online using a Visa or MasterCard credit or Debit card.