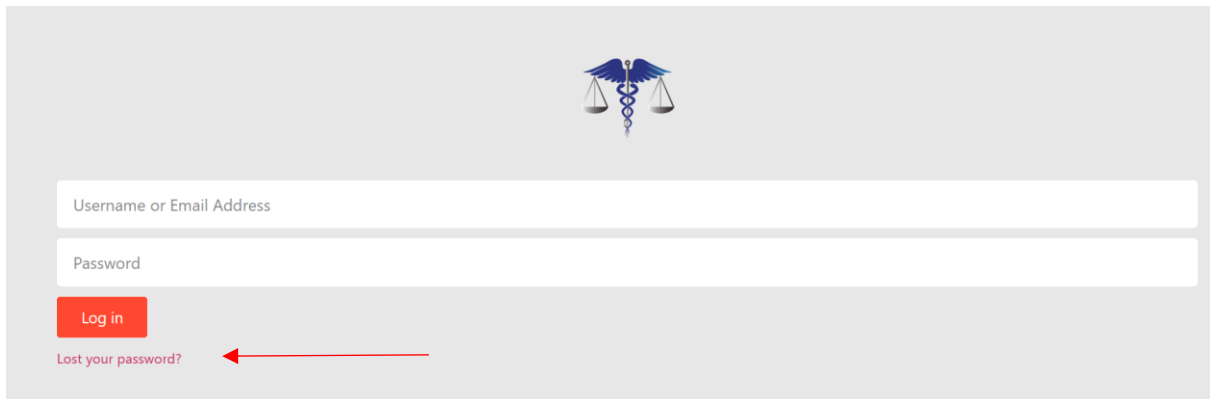


## Logging in to the website for the first time.

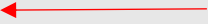
1. Enter the website page at [www.mlsv.org.au](http://www.mlsv.org.au)
2. Click the Log In word in the top right hand side of the top banner
3. Click 'Lost your password'



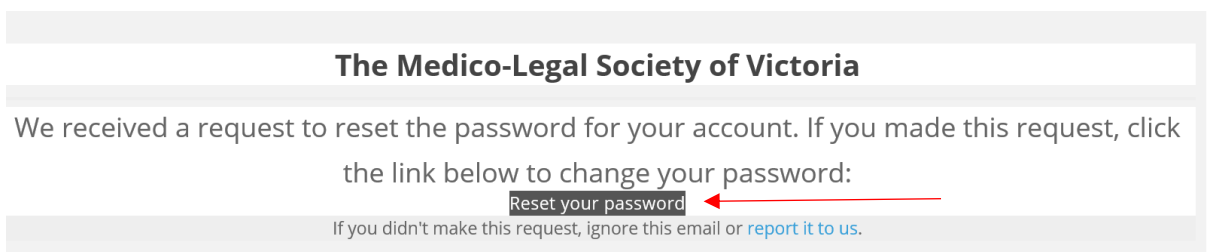
Username or Email Address

Password

Log in


Lost your password? 

4. Using the email address you have received this email on, enter that into the 'email address' box and press enter
5. You will receive the following message - [If an account matching the provided details exists, we will send a password reset link. Please check your inbox.](#)
6. Check your email address, you will receive this automated message. (If the email does not appear please check your spam and junk folders)



**The Medico-Legal Society of Victoria**

We received a request to reset the password for your account. If you made this request, click the link below to change your password:

[Reset your password](#) 

If you didn't make this request, ignore this email or [report it to us](#).

7. Click the highlighted section - [Reset your password](#).
8. Enter your new password. **\*\*You can reset this at any time if you forget it in future.**

New Password

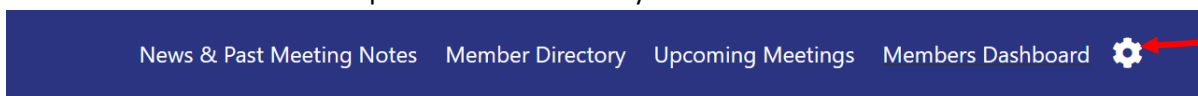
Confirm Password

Change password

9. You are now ready to explore the website.

## Updating your personal details

1. The blue banner at the top of each screen is only visible to Members



2. By clicking on the 'cog' highlighted above, you will enter the menu of your own personal data.



3. In [Edit Account](#) - you can change your password, email address, and your display name
4. In [Public Member Information](#) – Please ensure that the information in here is correct.  
*\*\*Please note that anything entered in here is visible to the Membership Only.*
5. In [My Orders](#) you can see previous orders you have made. As time goes on, this will allow you to look up previous orders you have made. Any orders currently in there (meetings only) have come from the old system.
6. In [My Membership Subscription](#) – You can see if you are a current financial Member and also purchase the next financial year subscription from this point.
7. [Edit Address](#) – Simply allows you to change your billing address, which is handy for the Society to know, if we want to mail something to the Members. *\*\*The general Membership can NOT see this information.*
8. [Payment Methods](#) - This is where you can safely enter your credit card details which are saved within the 'Stripe' payment system. At the time of the next Subscription renewal (July 1) you will be able to opt in to have the Subscription amount automatically deducted each year.  
*\*\* Stripe is an internationally recognized payment facilitator certified as a PCI Level 1 provider.*  
You can read some more here <https://stripe.com/docs/security>

**The next page covers purchasing tickets for a dinner meeting.**

## Purchasing tickets for a dinner meeting.

Once you have logged in, click 'Upcoming Meetings' in the blue banner.



Click on 'read more and buy tickets'



Ms Andrea de Souza

May 12, 2023

'Medical Negligence Litigation'  
Alexandra Club

[READ MORE & BUY TICKETS »](#)

April 5, 2023

Scroll down on the next screen to the bottom where you can order the tickets. To order more than one ticket click on the number box beside the purchase button, and select how many you would like to purchase and fill in the attendees details on each screen.

Ms Andrea de Souza #1

Name

Dietary Requirements (if purchasing dinner)

Ticket options

Ms Andrea de Souza #2

Name

Dietary Requirements (if purchasing dinner)

Ticket options

340.00

[Purchase](#)

Fill in a form for each attendee and click purchase, this will take you to the payment screen.

### Your order

Product	Subtotal
Ms Andrea de Souza × 1 Name: Lee Evans Dietary Requirements (if purchasing dinner): None Ticket options: Member (event + dinner)	\$160.00
Ms Andrea de Souza × 1 Name: Harry Evans Dietary Requirements (if purchasing dinner): No fish Ticket options: Non Member (event + dinner)	\$180.00
<b>Subtotal</b>	<b>\$340.00</b>
<b>Total</b>	<b>\$340.00</b> (includes \$30.91 GST)

- ☐ Cash on delivery
- ☒ Credit Card

Pay with your credit card

Card Number \*

1234 1234 1234 1234



Expiry Date \*

MM / YY

Card Code (CVC) \*

CVC

Go ahead and finalise your payment. An automated receipt will be sent to you. Please note as mentioned above, the website uses Stripe as a payment gateway \*\* [Stripe is an internationally recognized payment facilitator certified as a PCI Level 1 provider](#). You can read some more here <https://stripe.com/docs/security>

Please do not hesitate to contact me using email [mlsv@mlsv.org.au](mailto:mlsv@mlsv.org.au) if you run into any difficulties.

All the best

Lee