



“ADMIN” ACCOUNT USER’S GUIDE

INTRODUCTION

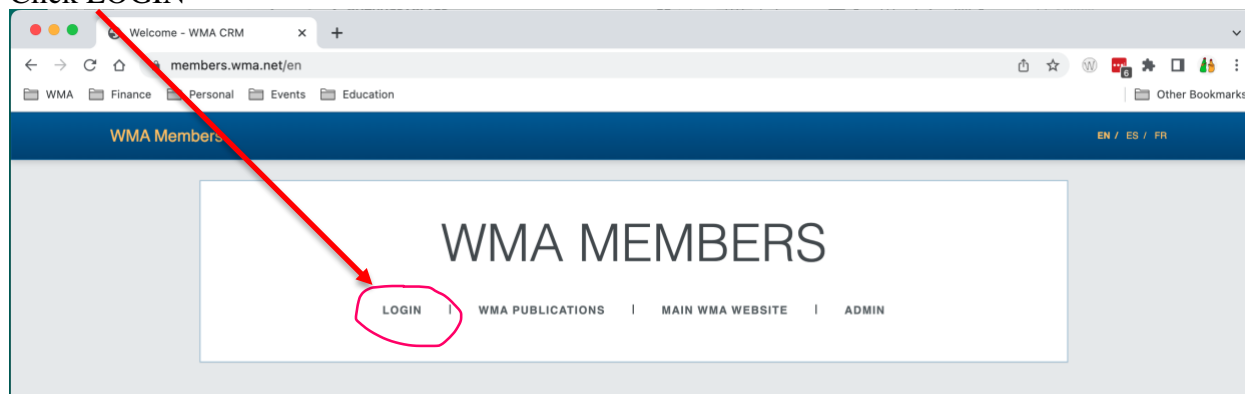
To facilitate the better communication among the Constituent Members as well as with the WMA secretariat, the up-to-dated contact details of the leadership, the communications/press person and the focal point of the Constituent Members are essential. So far, we have been sharing the information through our [members page](#) but it could be updated only when the members actively inform us.

The WMA has now introduced “Admin” account of each Constituent Member. The “Admin” account will allow access to its own association’s information and will enable the designated “Admin” person to update the data when there is any changes in their leadership, which will be linked to our [members list](#) at our website.

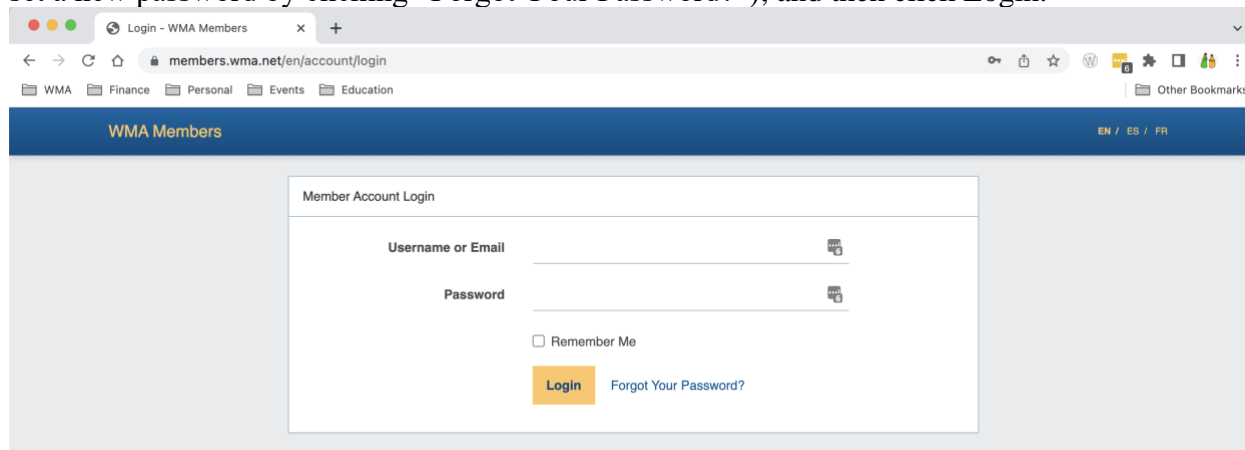
STEPS TO ACCESS TO THE MEMBER’S ACCOUNT AS “ADMIN”

1. When the Constituent Member appoints the “Admin” person, the secretariat will set up an account for this “Admin” person and notify when it is activated.
2. Log in to the member’s account as an “Admin” account user at <https://members.wma.net/login>

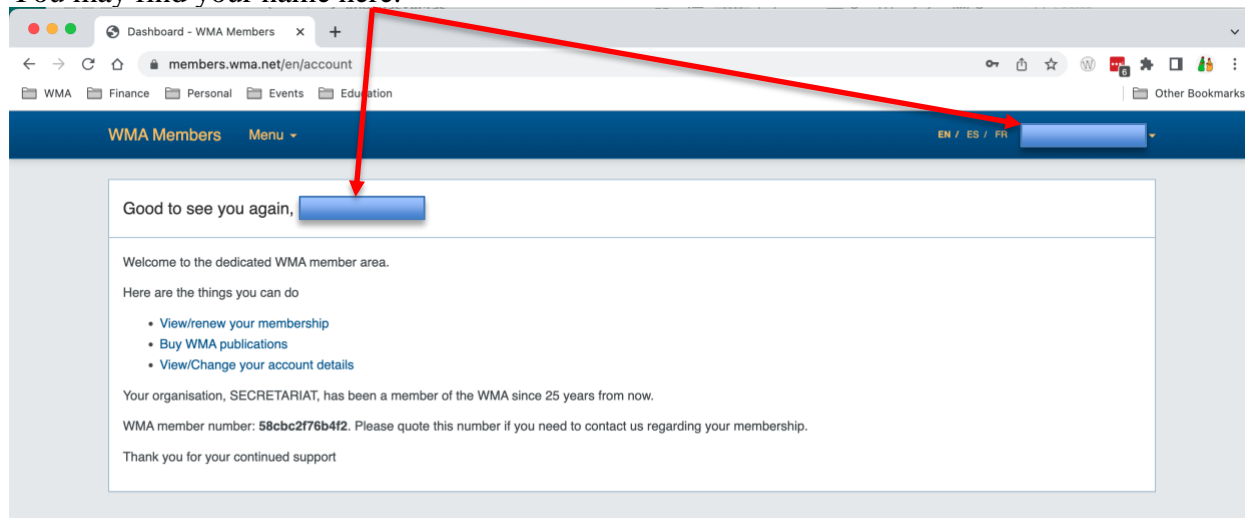
Click LOGIN



Add your username or email and password (in case you forgot your password, you may always set a new password by clicking “Forgot Your Password?”), and then click Login.




You may find your name here.



Through “**View/renew your membership**”, you may access to the current year’s membership payment status as well as the information of past dues payments. If the membership dues are outstanding for the current year, you may pay by clicking “Make Payment”.

Through “**Buy WMA publications**”, you may order and purchase the books available in the catalogue.

Through “**View/Change your account details**”, you have the power to update the following information:

- Personal details of “Admin” account
- Association’s address
- Association’s website
- A list of all accounts under the constituent membership in a section titled “Account List” with an option to edit each of them in a new page by clicking  on the right side of the line. Each account can be designated by the 7 account types including “Admin” account: President, Vice President, Secretary General, Member(s), Communications/Press and Main Address)
- By checking **Include me in your list of contacts**, the email address of this account will be added to the WMA mailing list.
- Contact details under Main Address account are linked to the [members list](#) at our website within the 24h delay after updating.
- Names and titles of President, Vice President and Secretary General accounts will be shown the [members list](#) at our website within the 24h delay after updating.
- Any updates done by the Constituent Members in European region will be shared with the CPME.

Please note the following restrictions applying for “Admin” account:

- Not allowed to change its own Account type.
- Not allowed to add a new account or delete an account, therefore in case it is necessary to add more accounts or delete accounts, please contact secretariat@wma.net.

For any questions, please contact the WMA Secretariat at secretariat@wma.net.