



How to renew your IPT UK membership & update your membership form on Join It

PLEASE NOTE

- Join It works best using Google Chrome
- Some NHS Trusts Firewalls block Join It – if you are unable to access Join It on a Trust computer please attempt the following using a personal device

1. On your web browser type in: www.joinit.com and click log in



2. Log in with your email and password. If you have forgotten your password please use the “forgot password” button.

The screenshot shows the login form on the Join It website. The form is titled 'LOG IN' and contains two input fields: 'EMAIL' with the value 'contact@iptuk.net' and 'PASSWORD' with a masked password of seven dots. Below the password field is a link for 'Forgot Password?'. At the bottom of the form is a green 'LOG IN' button and a link for 'Or sign up'.

3. Once logged in you will see your membership form which will be completed with your details:

The screenshot shows the IPT UK membership page. At the top, it says "You're already a member of this organization". The IPT UK logo is on the left, and a "CONTACT US" button is on the right. Below the logo, there are navigation tabs: "MEMBERSHIP INFORMATION", "UPCOMING EVENTS", "POSTS", and "PAYMENT DETAILS". An arrow points from a callout box to the "PAYMENT DETAILS" tab. The callout box contains the text: "You can check and update your payment details on this tab". Below the tabs, there is a section for "MEMBERSHIPS FOR" with a "(LOG OUT)" link. The main section is titled "Trainee Member - Subsequent Years" and has an "Active" status. Below this, there is a "MEMBERSHIP INFORMATION" section with fields for "JOINED" (February 20, 2024), "EXPIRATION" (February 20, 2025 - Renew Membership), and "MEMBERSHIP ID". There are also fields for "FIRST NAME", "LAST NAME", and "EMAIL". A note below these fields says: "PLEASE PROVIDE AN ALTERNATIVE EMAIL ADDRESS BELOW (E.G. IN CASE OF A CHANGE OF WORKPLACE)".

4. To update your membership form, scroll to the bottom of your membership form and click:
Renew membership – If you need to update your form **AND** your payment method
Edit membership info – If you need to update just your form

The screenshot shows the bottom of the membership form. There are three buttons: "Renew Membership" (circled in red), "Edit Membership Info" (circled in green), and "Cancel Membership".

5. You will be taken to a copy of your membership form that you can edit – you simply need to go through your form and update it. You can do this by overtyping any details.
You can also update your email address at this stage.

6. At the bottom of your form you will be asked the following:

- Pay now (if you clicked “renew membership”) – There will be an additional box that pops up which will allow you to add your payment details. Add these details and click renew membership.
- Update member information (if you clicked “edit membership info”)





Please click the button that is relevant to you.

Switch Membership Type


PAY NOW

UPDATE MEMBER INFORMATION

PAYMENT DETAILS

Card number
1234 1234 1234 1234    

Expiration
MM / YY

CVC
CVC 

Country
United Kingdom

Postal code
WS11 1DB

By providing your card information, you allow Interpersonal Psychotherapy UK Ltd to charge your card for future payments in accordance with their terms.

RENEW MEMBERSHIP

Please note that payments for Basic Membership, Organisational Membership, and Member Plus are set to auto-renew each year. You can turn off this feature by contacting admin contact@iptuk.net