

# WEBSITE INSTRUCTIONS

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## CONFIRMING YOUR ACCOUNT/MEMBERSHIP

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*At this point, you have completed your membership application and paid your membership fee. Now, you're ready to confirm your membership!*

1. Go to your **email inbox** (the email address you used to apply for your membership).
2. You have **received two emails**: Your BCPA Membership is Activated and Welcome to Your BCPA Membership. You can activate your account with either email.
3. Open **Welcome to Your BCPA Membership** and click '**Manage Your Member Account**'.
4. Follow the steps to **verify your email**.
5. You will receive an email, to confirm your email address, open it and click '**Verify Your Email**'. This will bring you to your login page.
6. Once logged in, there is a pop-up window to **complete some basic information**:
  - a. Upload your profile picture.
  - b. Add your Title/Position.
  - c. Add your Company (if in private practice, type Self-Employed or Private Practice).
  - d. Choose your industry or leave it blank.
  - e. Note: If you skip this step, the pop up window will come up every time you log in, so we recommend completing this information.
7. **Your account is activated!**