

1. MEMBERS TO NAVIGATION AROUND THE MEMBER PORTAL.

Once a member is logged into their account, they have access to their Account Settings via the top right navigation link 'My Account'. These account settings are broken into 5 sub sections. Each section cover off on the following:

1.1 –

Home - Is the billing information

- If the field 'Business Name' is not populated, your account will not display within the Be.Bendigo Members Directory. Changing your password is fairly straightforward, by clicking the link at the bottom of the page and following the prompts.

The screenshot shows a web browser window with the URL bebendigo.uat.raakstaging.com/account/?action=home. The page title is "Account". The navigation bar includes links for BE:CONNECTED, BE:MEMBERS, BE:INSPIRED, BE:INFORMED, BE:PARTNERS, BE.BENDIGO, and FAQ'S. A "LOGOUT / MY ACCOUNT" link is highlighted in the top right. The main content area features a "Home" link (highlighted) and other options: Subscriptions, Payments, Member Profile, and Logout. Below this is a "WELCOME TO BE:BENDIGO" message and a form with the following fields:

FIRST NAME*	LAST NAME*
John	Smith
EMAIL*	
jared+testing2@raak.com.au	
BUSINESS NAME*	
Anonymous	
POSITION*	PHONE:
CEO	

1. MEMBERS TO NAVIGATION AROUND THE MEMBER PORTAL.

1.1 – Continued

Account – Be:Bendigo

bebendigo.uat.raakstaging.com/account/?action=home

BE:CONNECTED BE:MEMBERS BE:INSPIRED BE:INFORMED BE:PARTNERS BE.BENDIGO FAQ'S LOGOUT / MY ACCOUNT

MOBILE* 123456789 FAX:

BUSINESS WEBSITE: fake.com.au ADDRESS LINE 1:

ADDRESS LINE 2: CITY:

ZIP/POSTAL CODE: STATE/PROVINCE:

I HEREBY APPLY FOR A COMPLIMENTARY ESSENTIALS MEMBERSHIP WITH VCCI:

Yes

No

PLEASE SEND ME INFORMATION ABOUT BECOMING A PARTNER OF BE.BENDIGO:

Yes

No

I AGREE TO MY BUSINESS NAME APPEARING ON THE BE.BENDIGO MEMBER DIRECTORY ONLINE:

Yes

No

SAVE PROFILE

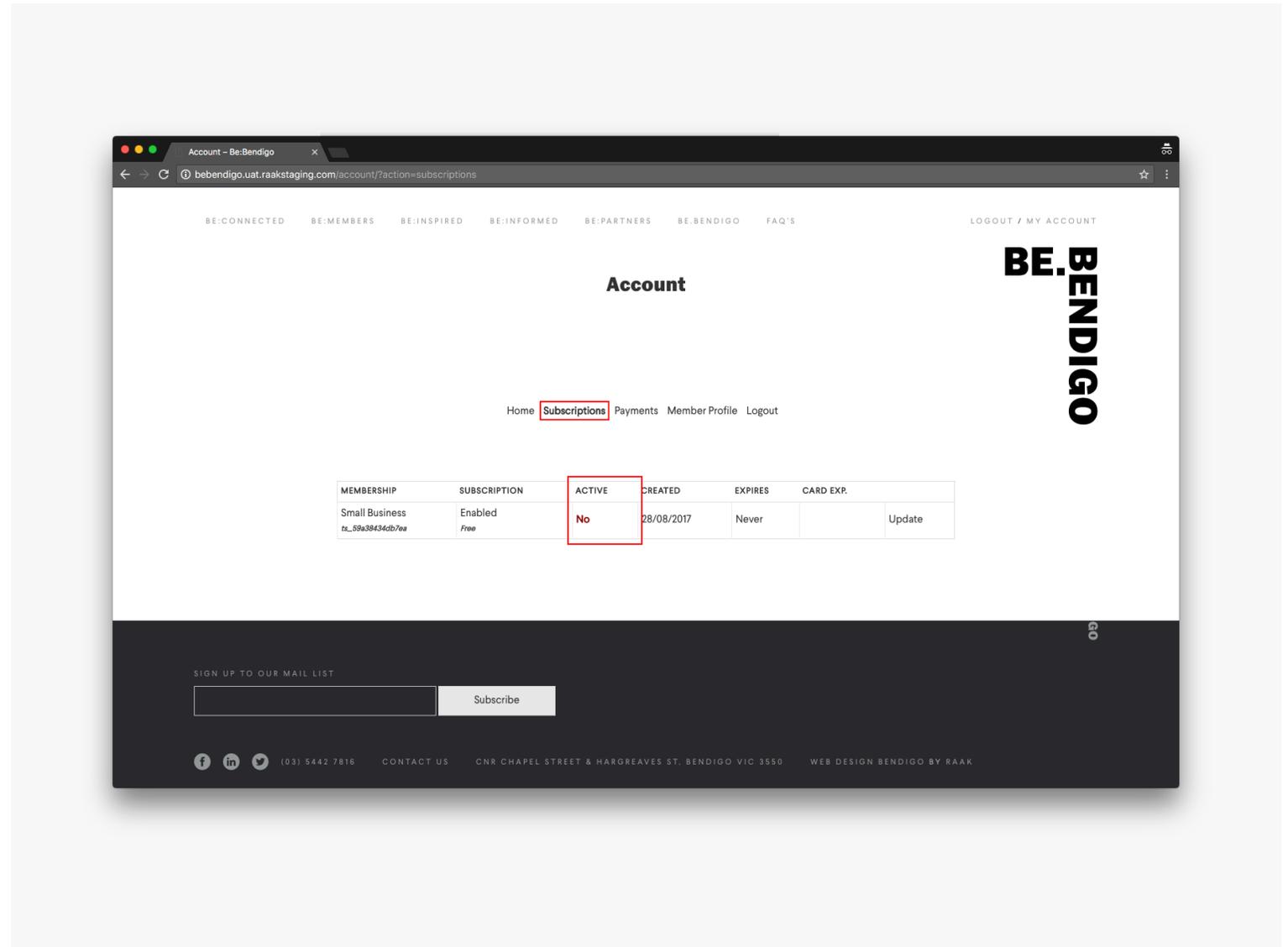
CHANGE PASSWORD

1. MEMBERS TO NAVIGATION AROUND THE MEMBER PORTAL.

1.2 –

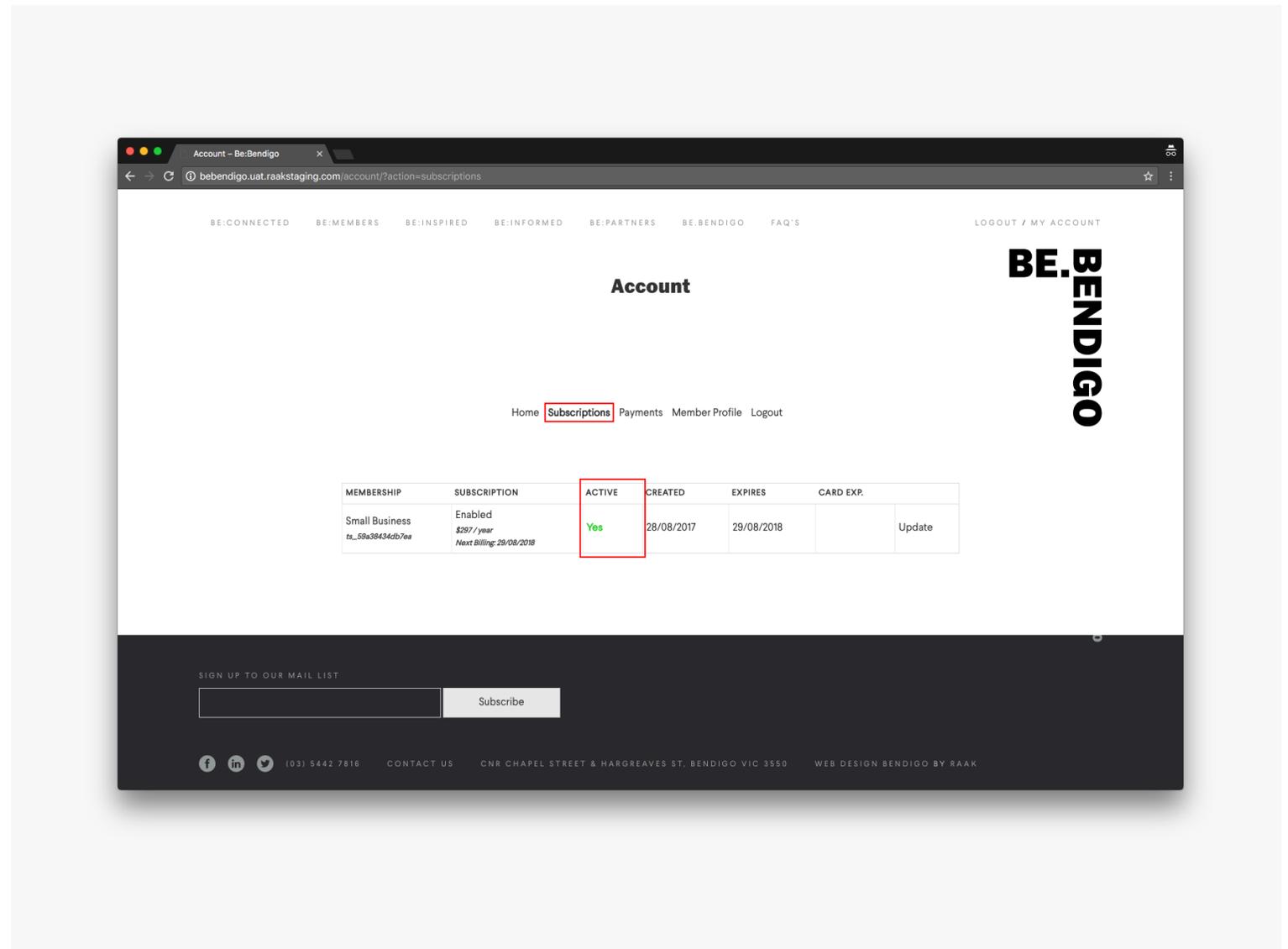
Subscriptions - Displays a history of the members current and past subscriptions - A Subscription is a recurring payment that creates a transaction. Be.Bendigo has two types of subscriptions, one that is charged annually & one for the individual membership that is charged monthly or annually. What defines a subscription is a starting date and an expiry date. Renewing a subscription is done within this section as well, click the link in the last column of the table.

If a member has registered using the Payment by Invoice method, the subscription will display as Inactive. Don't be alarmed, once payment is made the administration team will align your transaction with the subscription making it active. If you see that your subscription is inactive and payment was made through the website, please contact administration team to investigate the problem.



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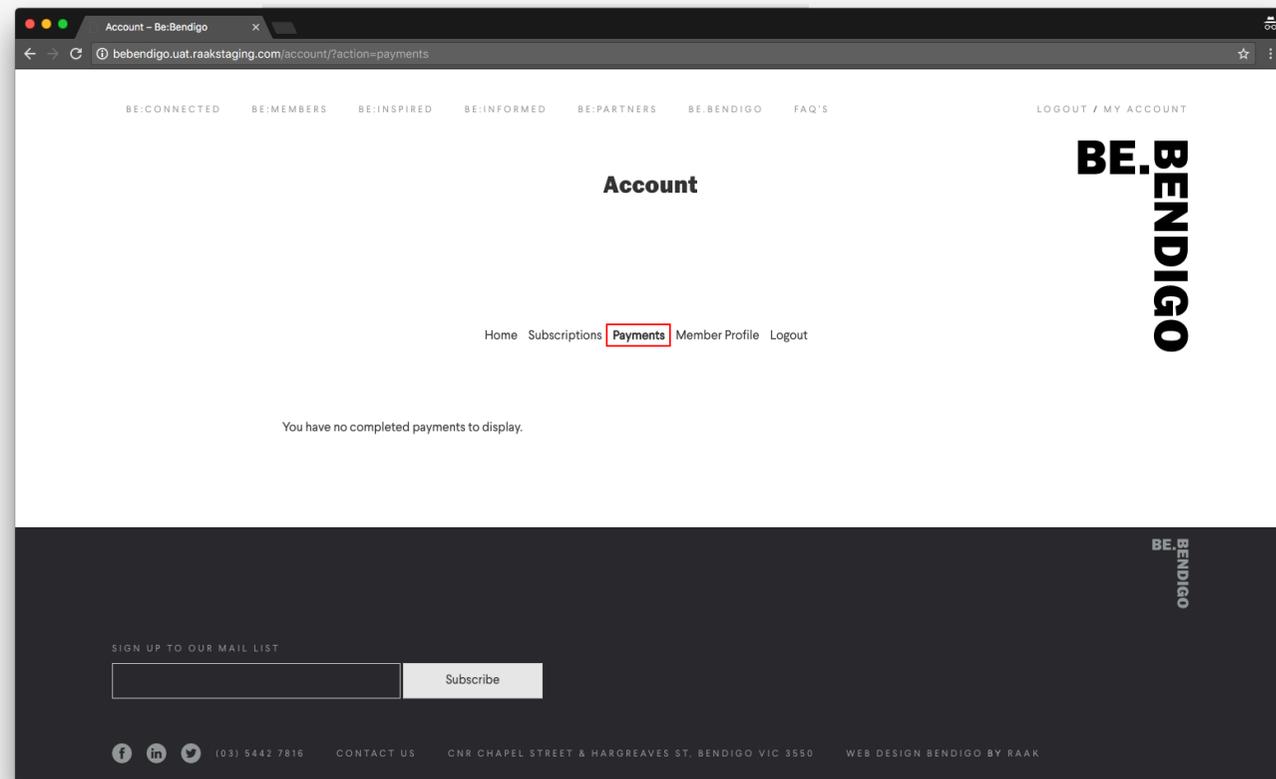
1.2 – Continued



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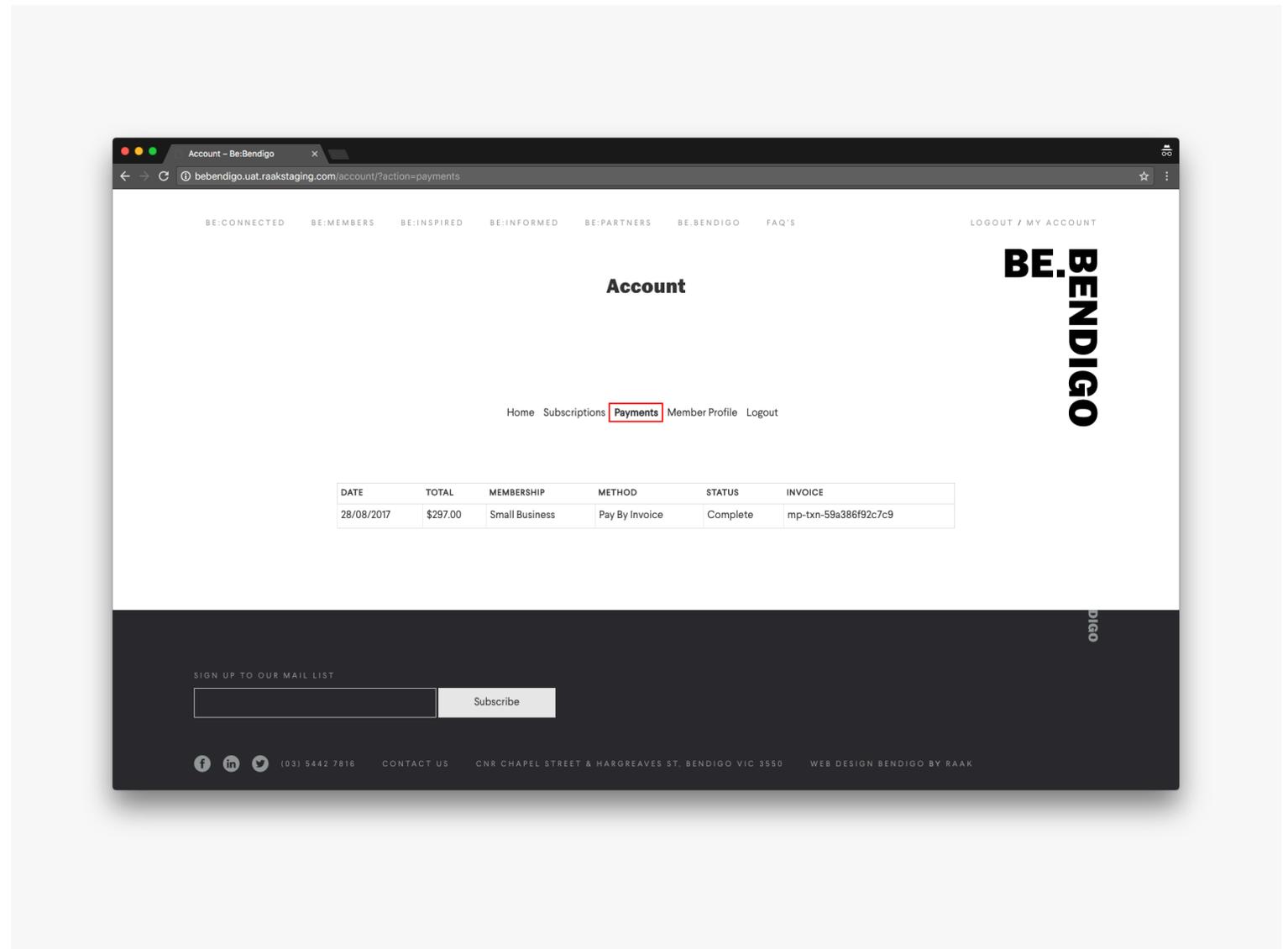
1.3 –

Payments - Displays a history of transactions made - If a member has registered using the Payment by Invoice method, the transactions section will display a message 'You have not completed payments to display'. Don't be alarmed, once payment is made the administration team will record your transaction, making it visible. If you see that your transaction history is blank after a payment was made, please contact administration team to investigate the problem.



1. MEMBERS TO NAVIGATION AROUND THE MEMBER PORTAL.

1.3 – Continued



1. MEMBERS TO NAVIGATION AROUND THE MEMBER PORTAL.

1.4 –

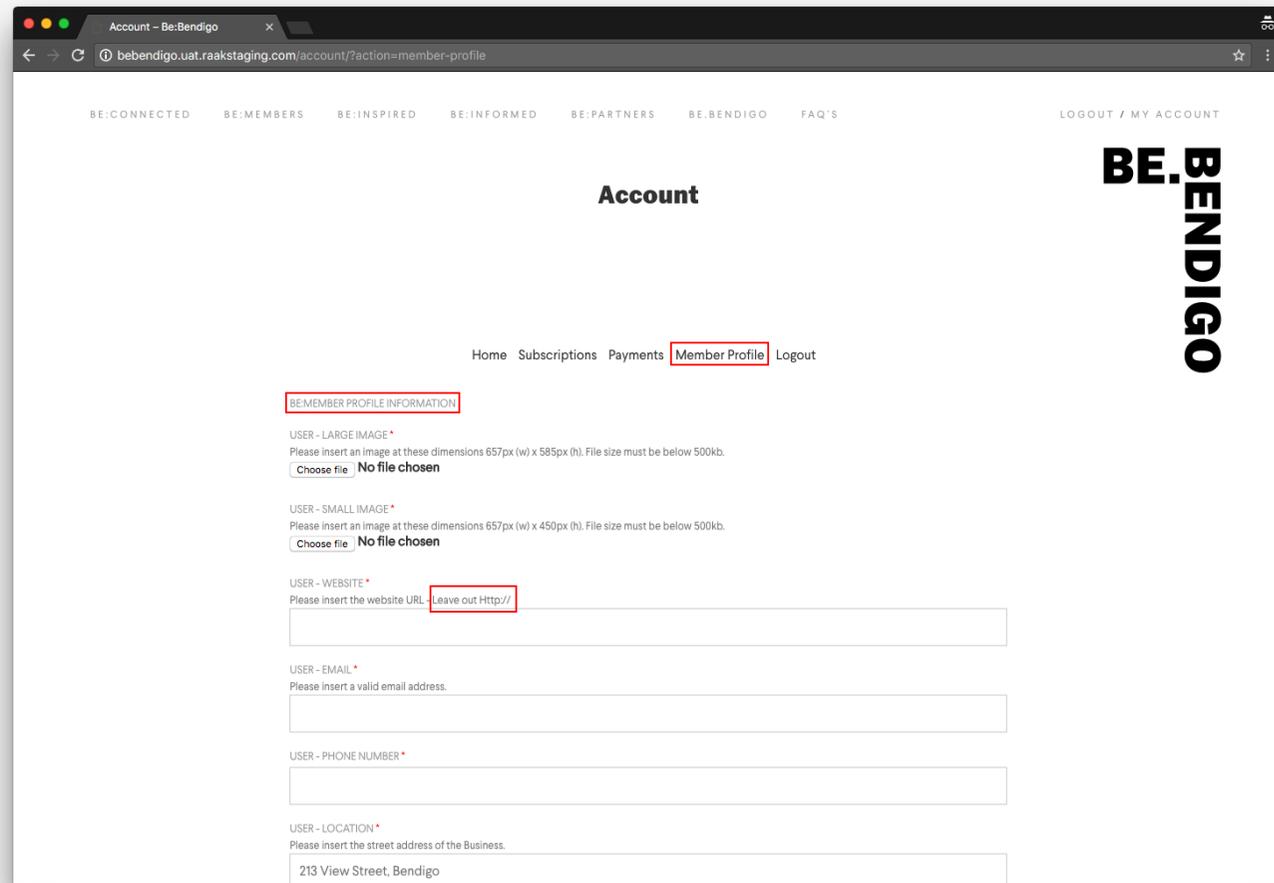
Member Profile - Displays a list of fields which publicly displays the information on the front end of the website under the member directory - It is important that these fields are populated correctly. It is important to follow these requirements for profile image uploads –

Profile Image Large - 657px wide x 450px high @ 72 dpi - under 500kb

Profile Image Small - 220px wide x 150px high @ 72 dpi - under 200kb

File types that are supported are - .jpg & .png

If trouble still persists regarding profile images, please contact administration team if there are any questions or concerns regarding image sizes / file types.

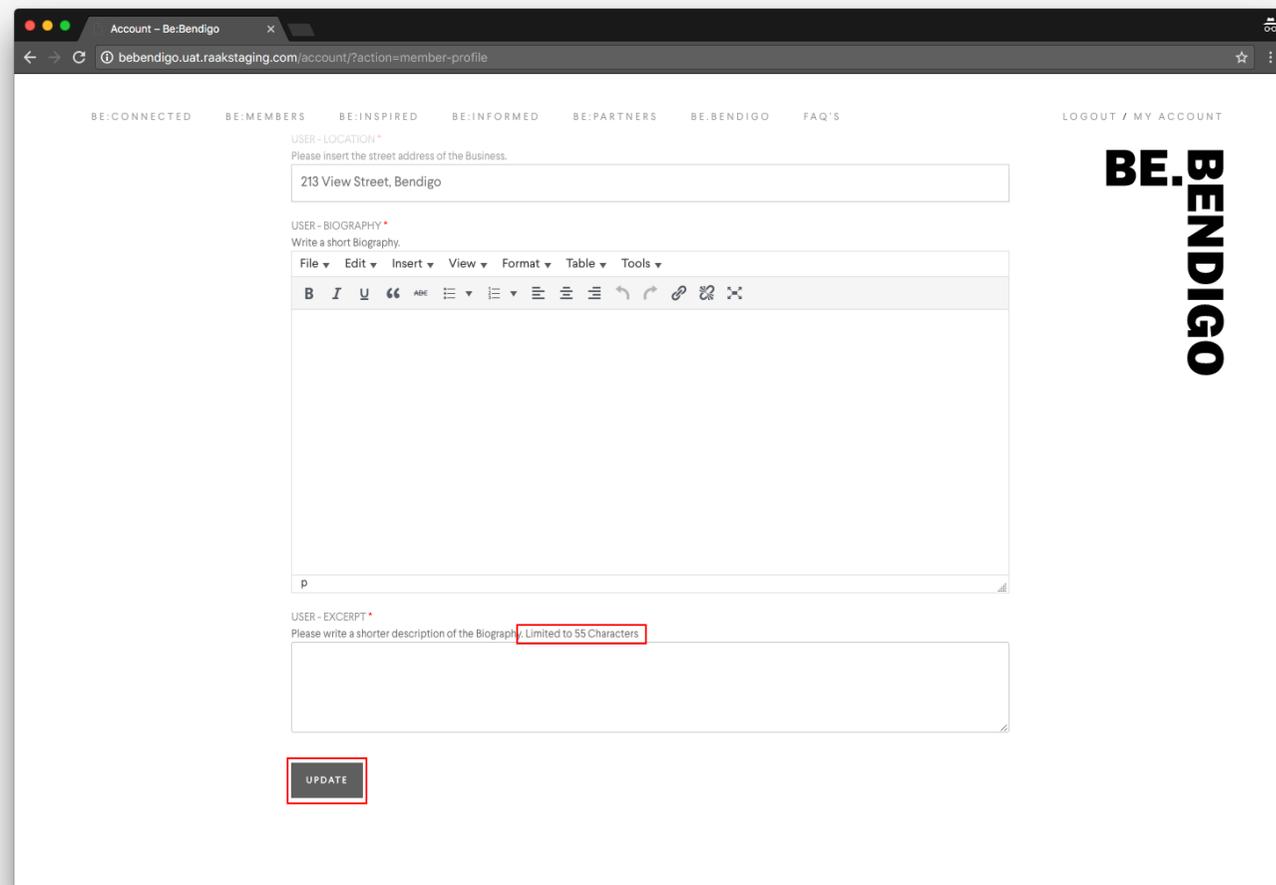


The screenshot shows a web browser window with the URL bebendigo.uat.raakstaging.com/account/?action=member-profile. The page title is "Account" and the navigation menu includes "Home", "Subscriptions", "Payments", "Member Profile", and "Logout". The "Member Profile" link is highlighted with a red box. Below the navigation, there is a section titled "MEMBER PROFILE INFORMATION" (also highlighted with a red box). The form contains the following fields:

- USER - LARGE IMAGE ***: Please insert an image at these dimensions 657px (w) x 585px (h). File size must be below 500kb. No file chosen
- USER - SMALL IMAGE ***: Please insert an image at these dimensions 657px (w) x 450px (h). File size must be below 500kb. No file chosen
- USER - WEBSITE ***: Please insert the website URL.
- USER - EMAIL ***: Please insert a valid email address.
- USER - PHONE NUMBER ***:
- USER - LOCATION ***: Please insert the street address of the Business.

1. MEMBERS TO NAVIGATION AROUND THE MEMBER PORTAL.

1.4 – Continued



1. MEMBERS TO NAVIGATION AROUND THE MEMBER PORTAL.

1.5 –

Logout - ends the session

Thank you for viewing this document.