

# LDA Consultant Member Renew Online - HELP

## HOW:

- To pay for the annual LDA Consultant Member subscription fee and OTS Registration
- To access and submit the annual LDA Consultant Member Renewal Form

## Renewing your LDA Consultant Membership has two processes:

- FIRST – paying your annual LDA Consultant Membership subscription and OTS registration - if OTS registered
- SECOND - submitting annual required evidence for: your current Police check/working with children authority, teacher registration, insurance status (if you are teaching privately), and nominated PD activities and points with support evidence

## To pay your annual LDA Consultant Membership subscription and OTS registration:

Log in to LDA website by clicking on the homepage left menu **Log In** heading, and then enter your User Name and Password – it is perfectly safe to allow the system *save* your password, which saves doing it again. Your User Name is your LDA membership number.

Note: If you forget your login Password, there is a *change your password* function on the website. Upon request, the LDA Administrator can remind you of your Username – click on *Contact Us*.

**Click on Members Area.** From the Members Menu click **Membership Renewal**. The correct payment screen for your annual Consultant Membership subscription fee of \$155. will come up. This screen will also include the option to pay your annual OTS registration fee at the same time.

Note: an acknowledgement of successful payment and receipt will be emailed to you.

When you have paid your annual fees and are still logged into the LDA website, the Members Menu will now display **Consultant Renewal Form** for you click on, complete, save and submit.

## To submit your LDA Consultant Renewal Form:

Before you start, have scanned versions or digital photographs of your most current support documents ready to upload into your Consultant Member renewal form via the *browse* function at the bottom of each relevant screen before submitting:

- Police/working with children authorisation certificate
- Teacher registration certificate
- Evidence of PD points claimed - such as event attendance certificate
- Evidence of current and valid insurance if teaching privately

**Note:** Remember to press the SAVE button at the bottom of each screen on this form to save your work, e.g. to complete another time – otherwise you will need to start again. Then press NEXT

1. Screen one – Police check / Working with Children authorisation, and/or, Teacher Registration
  - click on date boxes to choose expiry dates from date drop down boxes & then click on the *tick* at bottom of each calendar box to insert chosen date(s) into your form
  - click *browse* to find your certificate (support document(s) on your computer, & then click **on your file** to attach (upload) the doc into your form
  - click SAVE and then NEXT
2. Screen two - Professional Development points summary for this membership year

- Fill in your points for each item claimed in Sections A and B – the total will appear at the end of the screen
  - For each item claimed, complete a description of the activity as directed – Note: as you press ENTER more space will become available for you to write
  - click *browse* to find your PD support document(s), & then click to attach (upload) those doc(s) into your form
  - click SAVE and then NEXT
3. Screen three – Insurance: a requirement if you are teaching privately
    - click *browse* to find your insurance document(s), & then click to attach (upload) the doc(s) into your form
    - click on SAVE and then NEXT
  4. Screen four – required declarations
  5. SAVE and SUBMIT

NOTE: If you may have forgotten to pay, you can click back to the payment screen

Remember to logout of the website (top right of your screen) when finished.