Counselling and Psychotherapy Portal

ASPA Members Quick Reference Guide

1) Open the portal here: http://portal.pacfa.org.au/

2) Scroll down and login using your email address and password (first time users select the forgot you password link)
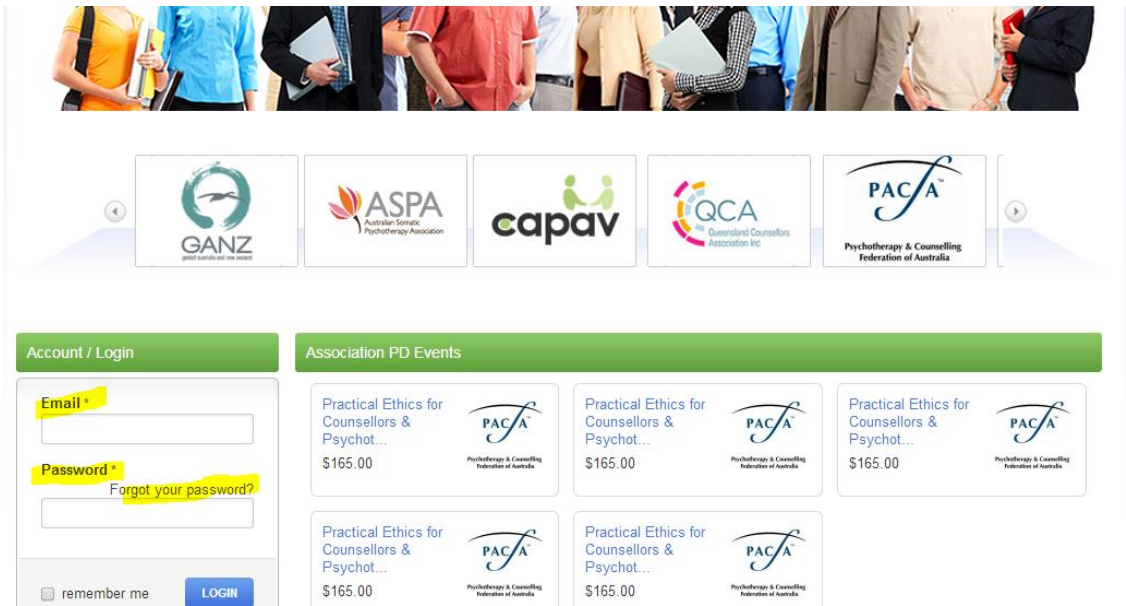
3) Select **ASPA** under the Member Assocaitions menu or the ASPA logo in the lower rotating banner

4) Select Renewals from the menu on the left

5) The renewal options are listed and you must select the appropriate renewal

   a. Members who are **not practising** should select ASPA 4

ASPA 4 EARLYBIRD Renewal - Affiliate and Non-Practising Members of All Levels
CODE: ASPA110

ASPA membership is renewable on an annual basis, the annual membership period running from July to June each year.   Affiliate members... more →

   b. **Affiliate** members should select ASPA 4

ASPA 4 EARLYBIRD Renewal - Affiliate and Non-Practising Members of All Levels
CODE: ASPA110

ASPA membership is renewable on an annual basis, the annual membership period running from July to June each year.   Affiliate members... more →

   c. **Training Associate** members should select ASPA 5

ASPA 5 EARLYBIRD Renewal - Training Associate
CODE: ASPA120

$93.00

ASPA membership is renewable on an annual basis, the annual membership period running from July to June each year.   To renew your ASPA... more →

d. **Associate** members should select ASPA 6

ASPA 6 EARLYBIRD Renewal - Associate
CODE: ASPA130

$204.00

ASPA membership is renewable on an annual basis, the annual membership period running from July to June each year. To renew your ASPA... more →

e. **Member** and **Clinical** members should select ASPA 7

ASPA 7 EARLYBIRD Renewal - Members and Clinical Members (with optional PACFA renewal)
CODE: ASPA140

ASPA membership is renewable on an annual basis, the annual membership period running from July to June each year. If you are a PACFA... more →

6) Once you have selected the appropriate renewal product the renewal form will be displayed. You must complete the renewal form and then click the PURCHASE button

7) You will see the "item added to your cart message". Press CHECKOUT
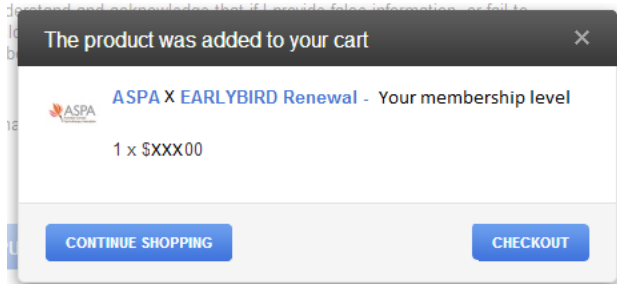
8) The Delivery Options screen will be displayed. Just press CONTINUE

9) The Payment screen will be displayed. Enter your details and press SUBMIT MY ORDER

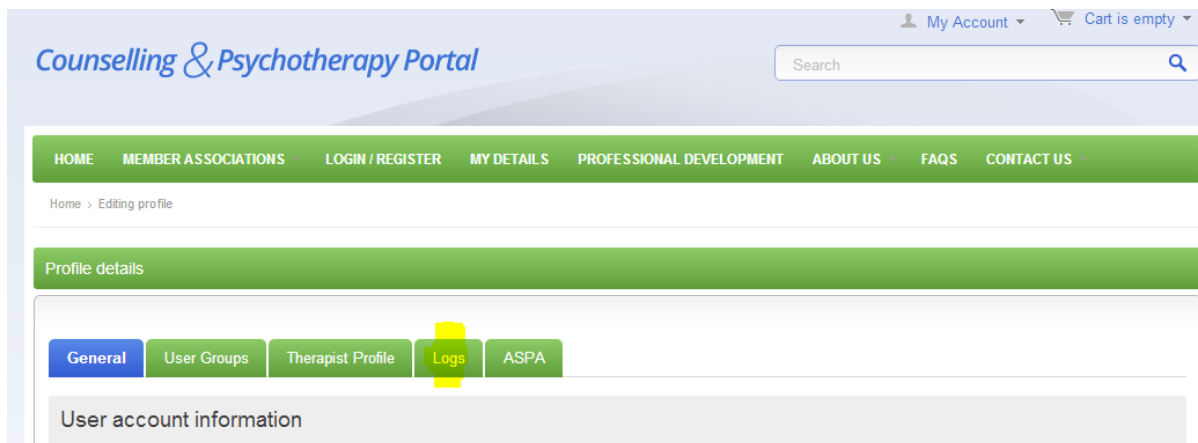10) You will then be shown the acknowledgement screen

11) Now you should go to your Client Profile and ensure your PD and Supervision details (if applicable) have been entered.

12) Select The **My Account** link from the top right corner and a menu will appear.
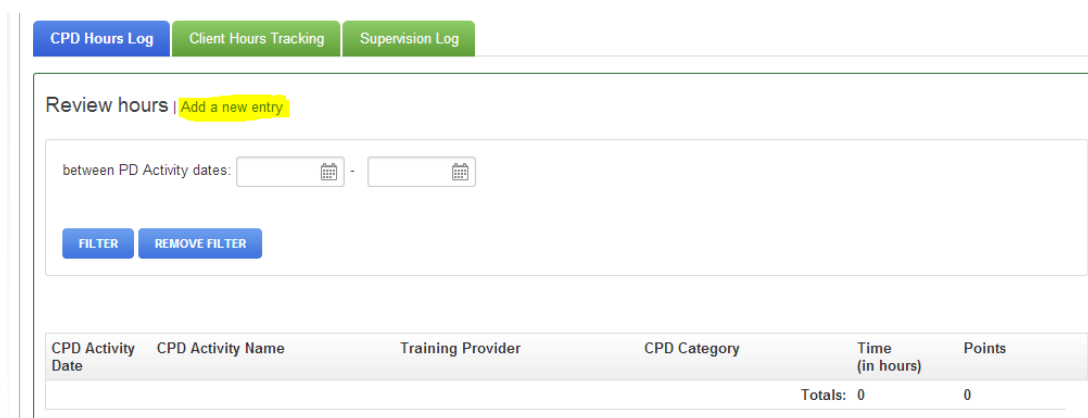
13) Select PROFILE DETAILS from the menu
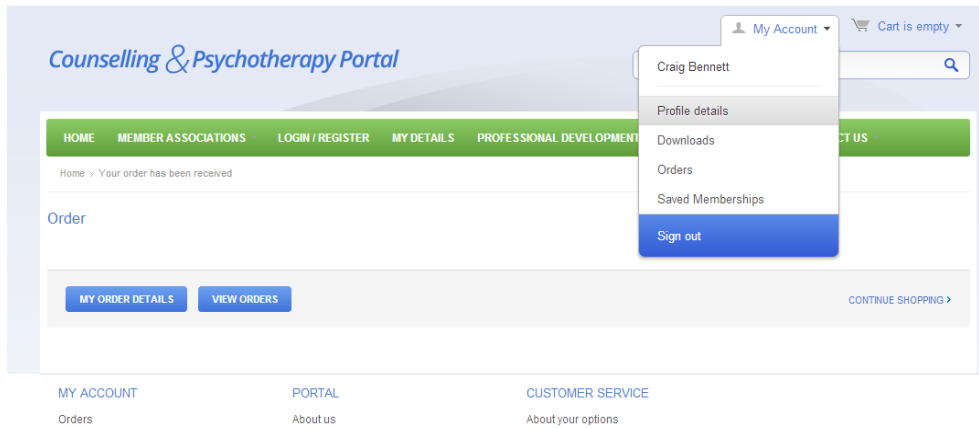
14) Select the LOGS tab

15) To add your PD select ADD A NEW ENTRY

16) Enter the PD details and press SAVE for each PD activity.

17) Now Enter Client Hours by selecting the CLIENT HOURS TRACKING tab

18) Select ADD A NEW ENTRY

19) Enter the Client Hours and select the correct "type of client contact" and press SAVE.

- **Training Associates**: Select <u>Student Client Hours</u>
- **Associates**: Select <u>Intern Client Hours</u>
- **Member** and **Clinical:** Select <u>Client Hours</u>

20) Now Enter Supervision details by selecting the SUPERVISION LOG tab

21) Select ADD A NEW ENTRY

22) Enter the details and select SAVE

23) Now SIGN OUT by selecting the My Account link and the SIGN OUT option.