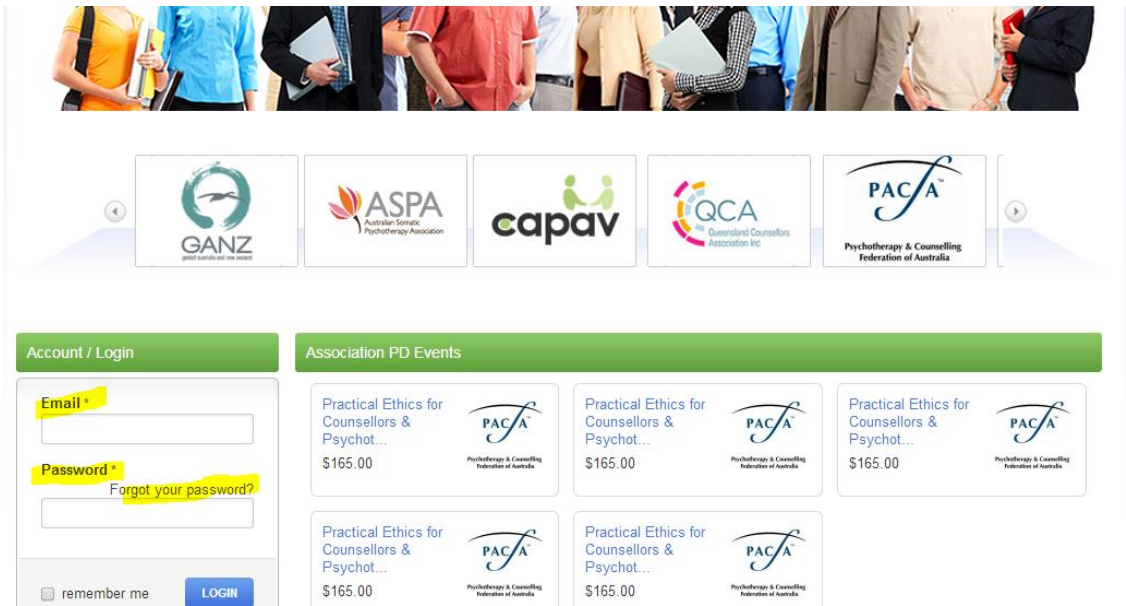


Counselling and Psychotherapy Portal

ASPFA 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 **ASPFA** under the Member Associations menu or the ASPFA logo in the lower rotating banner



4) Select Renewals from the menu on the left

The screenshot shows the 'Counselling & Psychotherapy Portal' website. The navigation menu includes 'HOME', 'MEMBER ASSOCIATIONS', 'LOGIN / REGISTER', 'MY DETAILS', 'PROFESSIONAL DEVELOPMENT', 'ABOUT US', 'FAQS', and 'CONTACT US'. The breadcrumb trail is 'Home > All MAs > ASPA'. On the left, under 'This MA's Products', 'Renewals' is highlighted. Below it is a 'Membership Associations' list containing ASPA, CAPAV, GANZ, PACFA, and QCA. The main content area features the ASPA logo and text: 'Phone: Please contact us by email', 'Website: http://www.somaticpsychotherapy.asn.au', and 'ABN: 54 262 453 260'. A paragraph describes the association's formation in July 2011 and its mission to support practitioners. A second paragraph details the professional discipline of Somatic Psychotherapy.

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

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

The screenshot shows the 'ASPA 4 EARLYBIRD Renewal - Affiliate and Non-Practising Members of All Levels' page. It features the ASPA logo and the code 'CODE: ASPA110'. The text states: '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

The screenshot shows the 'ASPA 4 EARLYBIRD Renewal - Affiliate and Non-Practising Members of All Levels' page. It features the ASPA logo and the code 'CODE: ASPA110'. The text states: '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

The screenshot shows the 'ASPA 5 EARLYBIRD Renewal - Training Associate' page. It features the ASPA logo, the code 'CODE: ASPA120', and the price '\$93.00'. The text states: '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

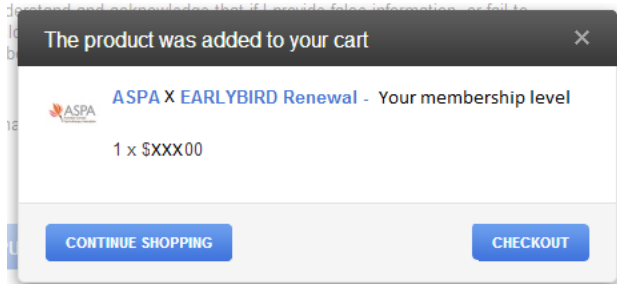
 **ASPA 6 EARLYBIRD Renewal - Associate**
CODE: ASPA130
\$204.00
ASPA membership is renewable on an annual basis, the annual membership period running from July to June each year. To renew your ASPA... [more](#) →

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

✓ Billing and Delivery Address Change

3 Delivery Options

Free delivery

You can leave us a comment here

Please refer to the [Terms and Conditions](#) for the Counselling and Psychotherapy Portal for processing times for membership applications, refund conditions for Professional Development bookings and delivery terms for merchandise purchases.

If you have any queries about your Order, please contact the relevant association.

CONTINUE

4 Billing Option

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

4 Billing Option

Credit card **Other Payment Options**

Select a card *
MasterCard ▼

Card number *

Cardholder's name *

Expiration date *
 / (mm/yy)

CVV2 *
 [What is cv2](#)

Select this check box to accept the PACFA Portal [Terms and Conditions](#).

SUBMIT MY ORDER

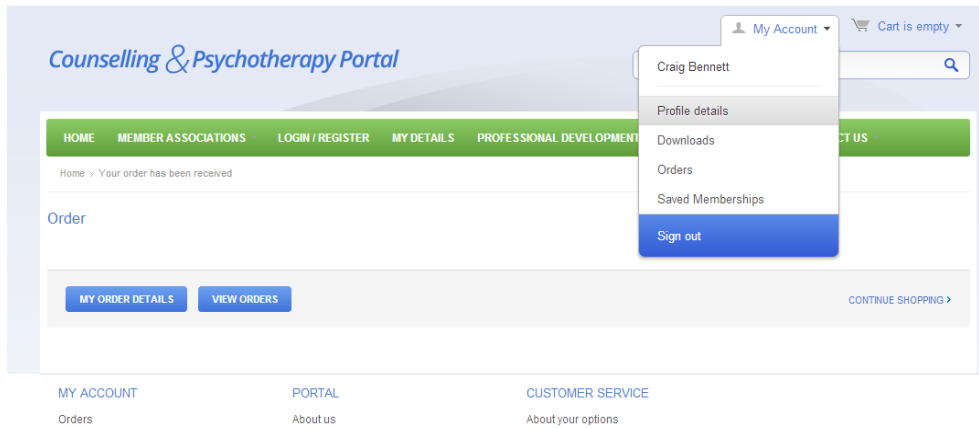
10) You will then be shown the acknowledgement screen

The screenshot shows the 'Counselling & Psychotherapy Portal' acknowledgement screen. At the top right, there are links for 'My Account' and 'Cart is empty'. A search bar is also present. The main navigation bar includes: HOME, MEMBER ASSOCIATIONS, LOGIN / REGISTER, MY DETAILS, PROFESSIONAL DEVELOPMENT, ABOUT US, FAQs, and CONTACT US. Below the navigation, a breadcrumb trail reads 'Home > Your order has been received'. The 'Order' section features a green success message: 'Order placed Your order has been placed successfully.' At the bottom, there are buttons for 'MY ORDER DETAILS', 'VIEW ORDERS', and 'CONTINUE SHOPPING'.

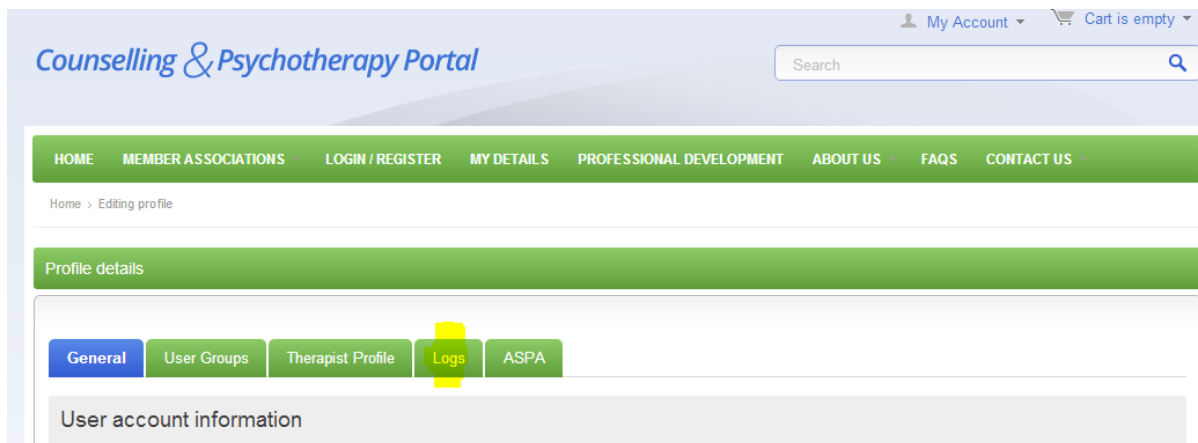
11) Now you should go to your Client Profile and ensure your PD and Supervision details (if applicable) have been entered.

12) Select The **My Account** link from the top right corner and a menu will appear.

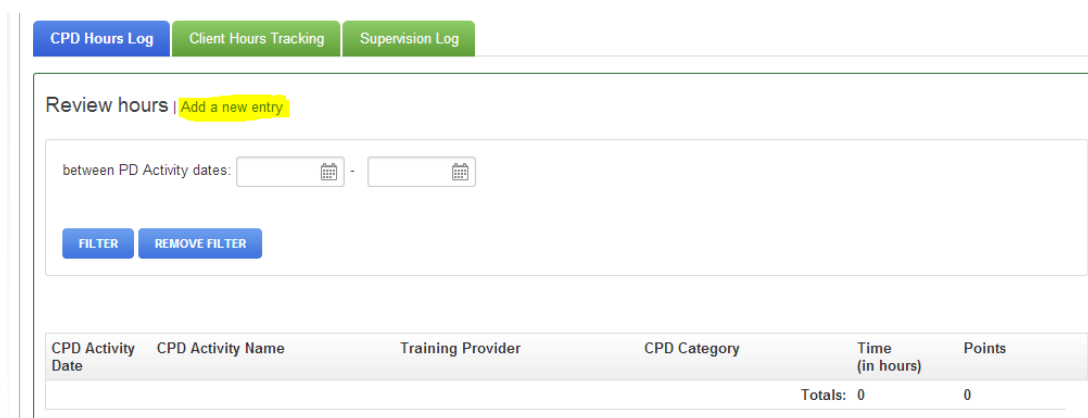
13) Select PROFILE DETAILS from the menu



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.

Add a new entry | [Review hours](#)

How to log CPD Activities

To add a new CPD Log entry, enter the date for the CPD activity undertaken and complete the details in the other columns. You should add a separate entry for each CPD activity. The CPD points will calculate automatically once you save your CPD entry.

NOTE: If you are not a PACFA Registrant, you do not have to complete the CPD Category column.

CATEGORY A: Person-to-person courses, workshops, seminars and conferences and online facilitated courses.

CATEGORY B: Facilitated learning groups; imparting counselling and psychotherapy knowledge through presentations, teaching, research and publication; supervision above the annual renewal requirement.

CATEGORY C: Contributing to the counselling and psychotherapy profession through involvement in PACFA or Member Association Boards or Committees; self-directed learning logged in a reflective journal, including reading psychotherapy and counselling journals or books, online non-facilitated courses, and peer learning groups.

CPD Activity Date	CPD Activity Name	Training Provider	CPD Category	Time (in hours)
<input type="text"/>	<input type="text"/>	<input type="text"/>	Not Applicable	<input type="text"/>

May 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Training Provider	CPD Category	Time (in hours)	Points
Totals:		0	0

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

Profile details

General User Groups Therapist Profile **Logs** ASPA

CPD Hours Log **Client Hours Tracking** Supervision Log

Add a new entry | [Review hours](#)

18) Select ADD A NEW ENTRY

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

type of client contact:

- All --
- Student Client Hours**
- Intern Client Hours
- Client Hours

- **Training Associates:** Select Student Client Hours
- **Associates:** Select Intern Client Hours
- **Member and Clinical:** Select Client Hours

- 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.