



# **NZDSN Membership**

## **Membership Profile & Portal Orientation**

Divya Reddy, Office Manager NZDSN

[www.nzdsn.org.nz](http://www.nzdsn.org.nz) | 04 473 4678

# Overview

- **Member's Only Portal**
  - What is Member's Portal?
  - How to Access the Portal?
- **Membership Profile**
  - What is Membership Profile?
  - How to Access your profile?
  - How to view/ update your individual and organisation's contact details including physical and postal address
  - How to check subscription levels
  - How to view and/ or download your subscription invoice
  - How to get your membership certificate

# Member's Only Portal

## What is a Membership Portal?

The Membership Portal is designed to provide NZDSN members with a platform to voice their opinions. Members can share their thoughts by commenting and creating new posts, enabling discussion within the broader membership community.

It also allows members to download resources and templates from your organisation, such as the Standards Self-Review template.

## How to Access Membership Portal?

# Membership Profile

## What is a Membership Profile?

The Membership Profile is a database that stores all membership records, including contact details, physical and postal addresses, membership invoices, certificates, and subscription levels.

This allows NZDSN to maintain up-to-date information and closely monitor membership records.

# Membership Profile

## How to

- access the member's profile?
- view/ update your individual and organisation's contact details including physical and postal address?
- check subscription levels?
- view and/ or download your subscription invoice?
- get your membership certificate?

# Questions?





[www.nzdsn.org.nz](http://www.nzdsn.org.nz) | 04 473 4678