

# Website User Guide

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## Introduction

With the recent update to the Faculty of Radiologist website, all users will now be able to renew their Annual Subscription and PCS fees, register for Faculty events and store receipts online. This will make the process easier for all users by no longer having to send in any banking details to the Faculty but instead processing the payments on RCSI's secure payment portal.

## Forgot Username and/or Password

Resetting your username or finding out a forgotten username can be done through the login page <https://www.radiology.ie/fellows-members/member-login1>

Select either the "Forgot your password?" or "Forgot your username?" in order reset either your password or have your username sent to you. If you are unsure of what email is tied to your account, please email [pcs@radiology.ie](mailto:pcs@radiology.ie)

Username \*

Password \*

Remember me

LOG IN

Forgot your password? / Forgot your username?



# User Profile

From the user profile, you can pay any of your annual subscription fees, print out a receipt for any previously paid fees, view your event history and edit your profile.

You can edit your profile by selecting the “Edit Profile” section.

The screenshot shows a user interface for a membership portal. On the left, there is a sidebar with a blue header bar, the text 'Member Login', and a greeting 'Hi Kayla Gant,' followed by three buttons: 'VIEW PROFILE', 'EVENT HISTORY', and 'LOG OUT'. The main content area is titled 'Renew Membership' and includes a checkbox for 'Renew subscription plan PCS Fees (Friend) for 1 year. Price €250.00.' and a 'PROCESS RENEW' button. Below this is the 'User Profile' section, which has a blue arrow pointing down to a tabbed interface. The 'Edit Profile' tab is selected, showing a table of subscriptions.

Plan	Active Time	Status
PCS Fees (Friend)	05-01-2018 To 04-30-2019	Active
No Plan Assigned	05-01-2018 To Lifetime	Active

## Renewing Annual Subscription Fees

### Step One – Logon

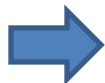
Go to <https://www.radiology.ie/fellows-members/member-login1> and enter your username and password.

### Step Two – Select Memberships to Renew

On logging in you will have a section that says Renew Membership.

From here check the boxes with the fees you wish to renew.

## Renew Membership



- Renew subscription plan **Fellows of Consultant Status By Examination (Ireland)** for 1 year. Price €350.00.
- Renew subscription plan **PCS Fees (Fellow)** for 1 year. Price €150.00.

PROCESS RENEW

If there is a change in circumstance such as a transition to part-time practice or retirement, please email [pcs@radiology.ie](mailto:pcs@radiology.ie) and your membership fees will be changed accordingly.

**You must renew your Annual Subscription and PCS fees at the same time in order to receive the PCS discount fee of €150.**

Click "Process Renew".

## Renew Membership

- Renew subscription plan **Fellows of Consultant Status By Examination (Ireland)** for 1 year. Price €350.00.
- Renew subscription plan **PCS Fees (Fellow)** for 1 year. Price €150.00.

PROCESS RENEW



### Step Three – Fill in Information

From here, you will be able to check your personal details are in correctly as well as the amount shown at the bottom of the page.

Select "Process subscription" once more.

# Subscription Renewal

Please enter information on the form below to process renew subscription for **Fellows of Consultant Status By Examination (Ireland), PCS Fees (Fellow)**, for **1 year**.

**Title**

**First Name \***

**Last Name \***

**Date of Birth**

**Home Email \***

## Payment Information

**Price** € 500.00

**Payment Method** Credit Card (RCSI)

**PROCESS SUBSCRIPTION**



### Step Four – Process Payment

You will be directed to RCSI’s online payment system.

Selected “Card Payment” in the drop down menu and select “Pay”.

### RCSI Secure Web Payments - Step 1 - Select Payment Method

Payment Type	Account Name	Address	Reference 1	Comment	Amount
Fellow/Member of Full T...	comment	Kayla Gant	Kayla Gant	comment	500.00
TOTAL AMOUNT TO PAY:					500.00

Please choose Card Payment below and Press PAY to continue with your payment. To return to the previous page click CANCEL

\* Payment Method



RCSI will ask if you accept the payment. If the amount and information is correct select "Accept".

## RCSI Secure Web Payments - Step 2 - Payment Details

Payment Type	Account Name	Address	Reference 1	Comment	Amount
PCS	comment	Kayla Gant	Kayla Gant	comment	250.00
TOTAL AMOUNT TO PAY:					250.00

Please click ACCEPT to proceed. You will be re-directed for secure card entry. To return to the previous page click CANCEL

\* Payment Method Card Payment



Fill in all relevant card details and select "Pay Now."

Payment Amount: EUR250.00

Payment Type:\*



Card Number:\*

Expiry Date:\*

CVV:\*  [What's this?](#)

Cardholder Name:\*

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You will be emailed a receipt directly.

## Fee History

You can now print the receipt for any fees paid as well as your fee history directly from your online profile.

### Step One – Logon

Go to <https://www.radiology.ie/fellows-members/member-login1> and enter your username and password.

## Step Two – Select Subscription History

From here, select “Subscription History” where you will be able to view and print receipts for any previous years you had paid by selecting the number under invoice beside the desired year.

User Profile



Plan	Subscription date	Active Time	Gross Amount	Status	Invoice Number
No Plan Assigned	09-28-2018	05-01-2018 To Lifetime	€0.00	Active	
PCS Fees (Friend)	02-25-2019	05-01-2018 To 04-30-2019	€250.00	Active	IV00020
PCS Fees (Friend)	02-25-2019	05-01-2018 To 04-30-2020	€250.00	Pending	
PCS Fees (Friend)	03-05-2019	05-01-2019 To 04-30-2020	€250.00	Pending	



## Register for Faculty Events

Registering for Faculty Events through your account allows you to keep a record of all the events you have attended and the ability to print receipts at any time.

### Step One – Logon

Go to <https://www.radiology.ie/fellows-members/member-login1> and enter your username and password.

### Step Two – Select Upcoming Events

Select “Upcoming Events” from the drop down menu underneath of “Conferences” from the top of the webpage.

- > Upcoming events
  - > Home
  - > Annual Scientific Meeting
  - > Combined Spring Meeting
  - > Irish MR Imaging Meeting
  - > The Irish Society of Neuroradiology Meeting
  - > Management in Imaging Meeting (MIIM)



## Renew Membership

Renew subscription plan **PCS Fees (Friend)** for 1 year. Price €250.00.

**PROCESS RENEW**

## User Profile

My Subscriptions    Subscription History    Edit Profile

Plan	Active Time	Status
PCS Fees (Friend)	05-01-2018 To 04-30-2019	Active
No Plan Assigned	05-01-2018 To Lifetime	Active

### Step Three– Register for Meeting

If a meeting is open there will be a “Register” button underneath the Register column. Select “Register” besides the meeting you’d like to attend.





### Faculty Meetings



Event	Event Date	Register
Spring Meeting - Consultants Registration	04-04-2019 8:30 am	REGISTER
Spring Meeting - Sprs, Retired Consultants, Radiographers, Physicists, NCHDs, Other Registration	04-04-2019 8:30 am	REGISTER
Spring Meeting -Dinner (SpRs Only)	04-04-2019 6:30 pm	REGISTER
Spring Meeting -Dinner (All Others)	04-04-2019 6:30 pm	REGISTER
Annual Scientific Meeting	25-09-2019 9:00 am	



Here you will be shown everything in your cart. You can increase and decrease the amount of registrations you may need by adding in the number and selecting the update button.

## Selected Events

Event	Price	Quantity	Sub total
Spring Meeting - Consultants Registration	€190.00	1  	€190.00
Spring Meeting -Dinner (SpRs Only)	€35.00	1  	€35.00
			<b>Total: €225.00</b>

ADD MORE
 UPDATE CART
 CHECKOUT

If you would like to register for two events at once such as the Spring Meeting and the Spring Dinner you can select “Add More” and follow the previous steps.

By having already logged into your account, some minor information will already have been auto generated into the form.

Fill in the rest of your information and select “Process Registration”.

## Payment Information

<b>Amount</b>	<input style="width: 80%;" type="text" value="€ 225.00"/>
<b>Discount Amount</b>	<input style="width: 80%;" type="text" value="€ 30.00"/>
<b>Gross amount</b>	<input style="width: 80%;" type="text" value="€ 195.00"/>
<b>Payment Method</b>	Credit Card (RCSI)

BACK
PROCESS REGISTRATION

Any discounts such as an early bird rate will be shown here in the “Discount Amount” section.

### Step Four – Submit Payment

Double check the information provided and select “Card Payment” from the drop down menu.

Then select “Pay”.



### RCSI Secure Web Payments - Step 1 - Select Payment Method

Payment Type	Account Name	Address	Reference 1	Comment	Amount
Spring Meeting	comment	Kayla Gant	Kayla Gant	comment	195.00
TOTAL AMOUNT TO PAY:					195.00

Please choose Card Payment below and Press PAY to continue with your payment. To return to the previous page click CANCEL

\* Payment Method Card Payment -- Please Select -- Card Payment CANCEL

**PAY**

On the next form, select "Accept".

### RCSI Secure Web Payments - Step 2 - Payment Details

Payment Type	Account Name	Address	Reference 1	Comment	Amount
Spring Meeting	comment	Kayla Gant	Kayla Gant	comment	195.00
TOTAL AMOUNT TO PAY:					195.00

Please click ACCEPT to proceed. You will be re-directed for secure card entry. To return to the previous page click CANCEL

\* Payment Method Card Payment

**ACCEPT** **CANCEL**

Enter you card details into the secure RCSI payment system and hit "Pay Now".

Payment Amount: EUR195.00

Payment Type:\* Visa Credit

Card Number:\*


Expiry Date:\* -Month- -Year-

CVV:\*  [What's this?](#)

Cardholder Name:\*

**Pay Now**

ABOUT SSL CERTIFICATES



A receipt will be emailed to you.

You will also be able to print these invoices in the "Event History" section of your profile **as long as you have logged into your account before purchasing.**



## Renew Membership

Renew subscription plan **PCS Fees (Friend)** for **1 year**. Price **€250.00**.

PROCESS RENEW

Member Login

Hi Kayla Gant,

VIEW PROFILE

EVENT HISTORY

LOG OUT



## User Profile

My Subscriptions   Subscription History   Edit Profile

Plan	Active Time	Status
PCS Fees (Friend)	05-01-2018 To 04-30-2019	Active
No Plan Assigned	05-01-2018 To Lifetime	Active

If you have any questions on the webstir or the Professional Competence Scheme, please contact the Faculty Office: [pcs@radiology.ie](mailto:pcs@radiology.ie) or 01-402 5128