



How to Log In

[Members Only] - Secure Online Web Space

Welcome to the SA Spine Society [Members Only] Quick Start Guide

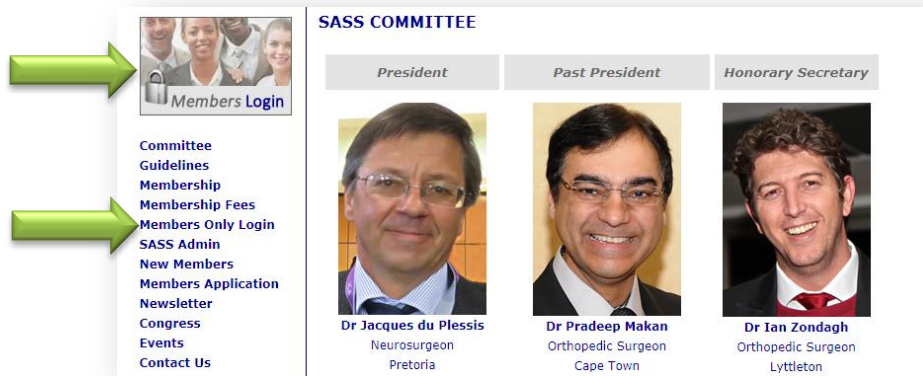
This guide will show you how to activate **your personal access** to the SA Spine Society's database:

Step 1:

Access the SA Spine Website and click on the Doctors Info link : www.saspine.org

Step 2:

Click the **Members Only** image or link – this is only available for registered SA Spine Members



Step 3:

If you have never logged in before: please send an e-mail to webmaster@saspine.org to request a New Login. After confirmation of your details, a **temporary password/pin will be sent to you via SMS**

The temporary password will enable your **first log-in**, after which you will be prompted to change your password to something you will remember in future

The image shows a screenshot of the login form. It has a 'Username' field with the placeholder text 'Your E-mail Address' and a 'Password' field. Below the fields is a 'Login' button and a checkbox labeled 'Remember my last login (Password will not be saved)'. Below the login form, there is a section titled 'How to Log In' with a link 'Forgotten your password? Send email to Password Reset Request'. Below this, it says 'You will receive a SMS after your information has been verified.' At the bottom, there is a 'digicert EV SSL SECURE SSL Certificate' logo.

Username: your e-mail address

Password: your chosen password

Click login

Send an e-mail to request a password reset

Lost or forgotten password: please send an e-mail to the webmaster@saspine.org requesting a new password. You will receive a SMS after your information has been verified

If you have any difficulties you can contact the webmaster directly at +27 (0)83 407 2810 or the Virtually Clear Help Desk at +27 (0)83 607 4920 (**Office hours will apply**)

Result of login:

At present, you will have eight (8) functions available:



1. **Personal Info** – here you can check & update your personal and practise details

Please **update** your info regularly as your practise details will be available on the **Find-a-Doctor** pages on the website, giving the public quick access to your practice location and contact details. This is your advert to the general public providing basic information about your practice location and contact number, as well as the service field you specialize in

Membership info – you can add your other professional membership numbers - HPCSA, Practice number, other associations, etc.

2. **Address Info** – By updating your physical address details, it will reflect on the **Find-a-Doctor** page of the SA Spine website
3. **Own Events** – your congress registrations and attendance will appear in this section
4. **Membership Fees** – you can see your membership payment history and if any payments are due
5. **SASS Constitution** – The original SASS constitution and any updates are available in this section
6. **SASS Guidelines** – the guidelines & updates will be available in this section
7. **SASS Newsletters** – Newsletters of a private or informative nature from the SASS committee will be visible under this function. You can open download and print the newsletters for your own perusal from this section
8. **Contact Us** – to protect our members from email scams & spams please complete the **Contact Us Form** and follow the instructions in the Anti-Spam message box

The following sections/functions are only available to the EXCO Committee for administrative purposes:



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