

ROMS Portal

User Manual

RoMS Portal – User Manual

Roms	Dashboard - RoMS User (CUS000115)					1
(1 Payments made since 66.08.2021;		Active Membership Status		Membership Renewal	Cancel
Welcome, James Younger	My Details		1		Member Since: 06.08.2021	Renewal Date: 06.08.2022
Image: Second	First Name Sumanne Address One Address Two Town / Gity Country Website Company Nebsite Email Address Brief Description	James Younger RoMS Address 1 Town Country RoMS User example@example.com				

1. Logging in

- 1. If you haven't already, please check your emails for a email which has a link to set your password and memorable info to the portal.
- 2. Navigate to https://RoMS.org.uk/members/public/login
- 3. Enter your log in details to access the portal
- 4. If you have forgotten the login details such as password or memorable word, there is a link just at the bottom of the box that is on screen to reset it.

2. Dashboard

- 1. On the left side of the page there is a navigation bar to access the different pages of the portal
- 2. Click Dashboard
- 3. This will take you to the RoMS dashboard
- 4. This page shows a summary of your current subscription and RoMS details
- 5. If you currently have an active subscription, this page will have a red "cancel" button which will set your subscription to a cancelled status
- 6. If you currently have an active subscription, this page will have a green "renew" button which will take you to PayPal to renew your RoMS subscription.
- 7. If you do not have a subscription, this page will show a green "Start" button which will take you to PayPal to pay for and start your RoMS subscription.

3. Membership Info

- 1. This page displays information about your RoMS membership such as previous renewals
- 2. You can also start/renew/cancel your membership from this page
- 3. There are two tabs at the top, click the second tab to access the Membership Info Details page
- 4. This page allows you to edit your personal details that RoMS has recorded.
- 5. You can also start/renew/cancel your membership from this page

4. My Orders

- 1. This page displays your order history and invoices.
- 2. You can view an order to view a summary of the order
- 3. There is a button on this page to view your invoice online