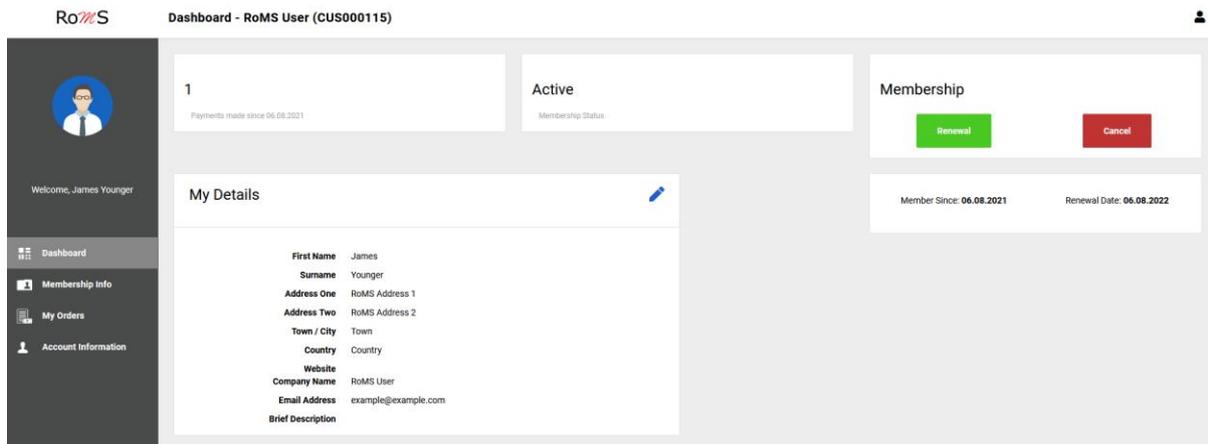




ROMS Portal
User Manual



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