How to via the RIAC website

<u>A - LOGIN</u>



- 2. Use the same login and password as RIAC app
- Forgotten password -Reset password by via the RIAC app or contact Holly info@riac.ie



• If you have **no App account** – You can register an account on this screen. Please use same email provided to RIAC or your account details will not sync.



B- MEMBERS LOG IN SECTION

Once logged in you will see the below sections

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- **Profile** View your details and edit them
- Password- Reset your password
- Epurse History- View your current voucher balance (bar levy)
- Invoices- View your renewal invoice, print, and pay online
- Charts View voucher spend in chart format

C- HOW TO RENEW ONLINE

1. Click invoices section

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2. Click Pay online

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3. Fill in payment details

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Thank You!

Thank you for paying your membership online.

Please check your email for your receipt.

If you have any queries, please do not hesitate to contact Holly

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E- *info@riac.ie* or T -01 677 5141