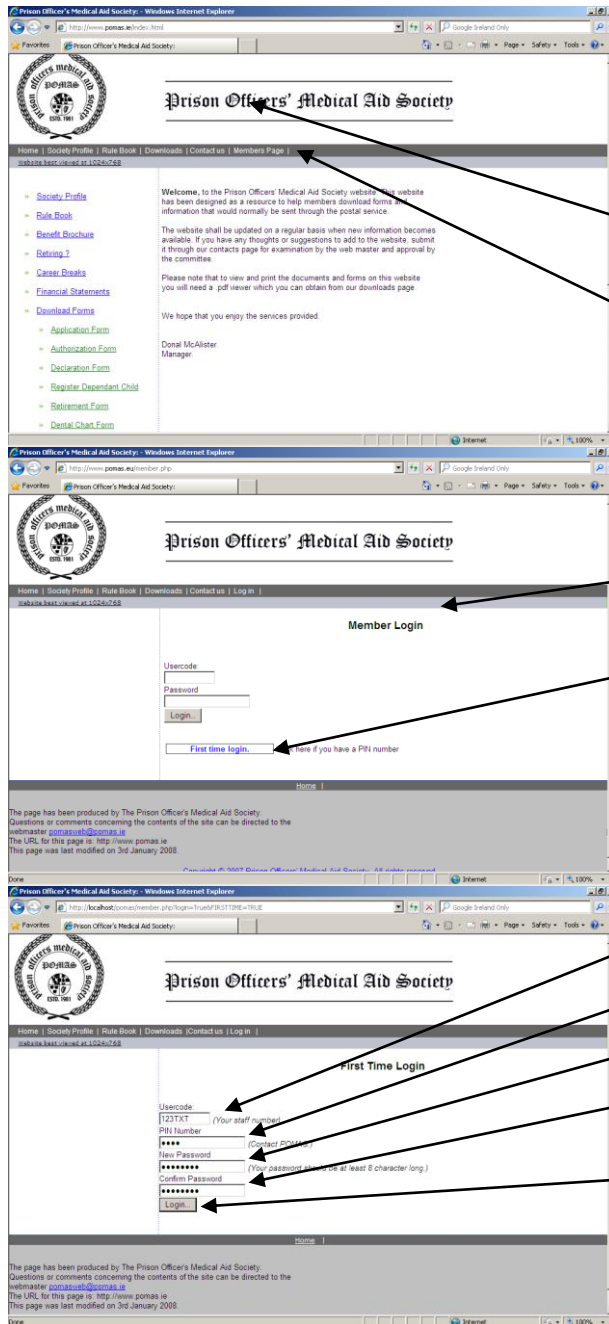


## How to log in to the Members Page for the first time

1. Before you start make sure you have your **Staff number** and **PIN** ready. You will use your staff number as your **Username** and the **PIN** is required for the first time you log in. Your **PIN code** is your year of birth. eg: 1978
2. Enter the website address ([www.pomas.ie](http://www.pomas.ie)) in the address bar on your web browser and hit enter.
3. Click on the **Members Page** link.
4. You will be brought to the **Member Login** page.
5. Click on the **First time login** button.
6. You will be brought to the **First Time Login** page.
7. Enter your **Usercode**. This is your Staff number.
8. Enter your PIN.
9. Make up a password and keep it safe. You need it every time you log in.
10. Enter your **Password**.
11. Enter your **Password** again. This is used to make sure you have typed it in correctly.
12. Click the **Login** button.
13. If you make any mistakes entering these details you will be brought back to the login page (point 4. above).



14. If you have entered the **Usercode**, **PIN** and **Password** you will be brought to the **Welcome Page**.

15. On the left hand side of the page you will see the **Navigation pane**. Use this access the different options available to you in the Members Page.

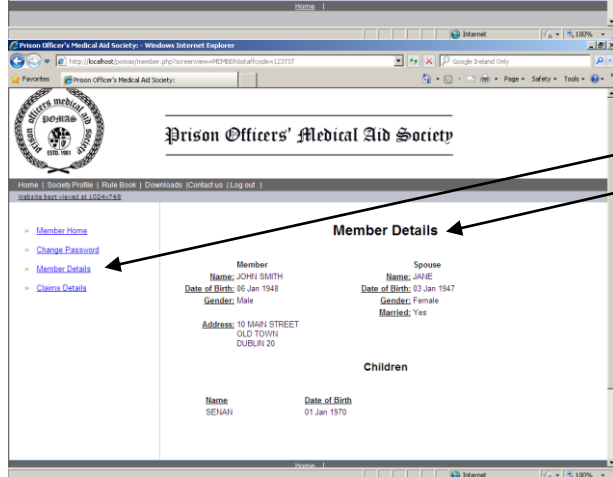
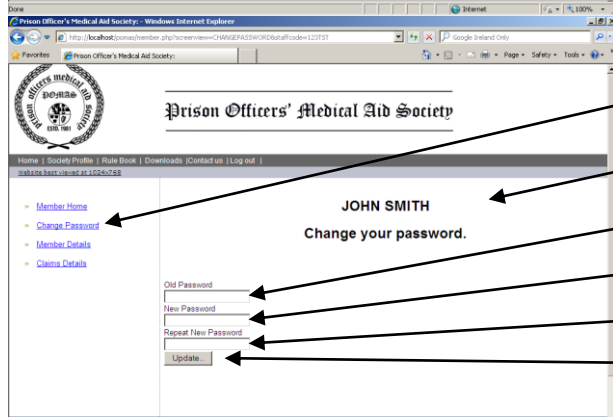
Using The Members Page options:

A. Change Password

1. Click on the **Change Password** Link.
2. You will be brought to the **Change Password** page
3. Enter your current **Password**.
4. Enter the **New Password** you want to use.
5. Re-enter the **New Password** to confirm your typing.
6. Click the **Update** button.

B. View your member details

1. Click on the **Member Details** link.
2. You will be brought to the **Member Details** Page, where you can review your member information. You cannot change any information on this page. If you see any incorrect information please contact POMAS and they will update it for you.



C. View your Claims History

1. Click on the **Claims Details** Link.
2. You will be brought to the **Member's Claims** page. This screen shows the completed claims for a year. The default is the current year, or the most recent year.
3. In the **Navigation pane** you can select the year you want to see claims for.
4. You can print a list of claims for the year on screen or of all claims.

D. View the payment details on a claim.

1. Click on the **View** link beside the claim you want to view.
2. You will be brought to the **Claims Details** page. This page will show you a breakdown of the claim payment.
3. You can print these details by clicking the **Print Claim details** link.

E. Log out

1. To Exit the Members Page click on the **Log out** link near the top of the page.
2. You will be brought back to the **Log In** page.
3. You should always log out when you are finished viewing the Members Page.

